



SAJJAD SUHAN

Jr. STOREKEEPER

PROFILE

Highly experienced Storekeeper with an excellent track record of managing inventory and supply chain operations. Proven ability to develop efficient processes and optimize supply chain operations to reduce costs and improve customer satisfaction. Seeking a suitable position such as -Jr. Storekeeper.

EDUCATION

Sunamganj Govt. Collage- 2013-2014
HSC-Higher School Certificate

H M P High School Sunamganj-2011-2012
SSC-Secondary School Certificate

PROFESSIONAL HISTORY

Year	Position	Company
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2019-March -till date	Jr. Storekeeper, – AL GHANIM INTERNATIONAL	
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WORK SUMMARY




**AL GHANIM INTERNATIONAL- PROJECT- (FIT OUT QPD DISTRIC)-
CLIENT-QATAR ENERGY**

6 + years of work experience in Qatar as Junior Storekeeper. The followings are my job duties and capabilities: -

AL Ghanim International Qatar [Jr. Storekeeper]
2019-till date

- Operate and maintain warehouse equipment.
- Maintain inventory levels and order stock.
- Load, unload, and move products and materials by hand or with basic material handling equipment.
- Monitor and report damage materials or products.
- Communicate with suppliers, and senior managers transport department.
- Follow safety regulations and maintain a safe work environment.
- Receive, unload, and process incoming stock and materials.
- Keep records of items shipped, received, or transferred to another location.
- Completed critical task such as a filling copying and distributing mail.
- Taking physical inventory once a month to cross check with the monthly inventory report.
- Accepting, moving, checking and storing incoming goods on a daily basis.
- Regularly checking equipment to ensure that they are in working order.
- Keep record electric and Manual system.
- Sometimes materials have to buy as per the Purchased according to (PO).

CONTACT

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SKILLS

- Good Coordinator.
- Knowledge with MS Office (Excel, Word).
- Stock Control.
- Reordering.
- Quality Assurance.
- Safety Compliance.
- Teamwork.
- Organization.
- Physical strength and stamina.
- Consistency and Attentiveness.

LANGUAGE KNOWN

- English- Fluent (Speaking, Reading, and Writing)
- Arabic- Good (Speaking)
- Hindi- Fluent (Speaking)
- Bangoli- Native