



Ahamad Rifkhan

Procurement Officer / Sr. Storekeeper

Profile

Quick learner, IT literate more than 8 years of experience as store keeper and Procurement Officer. Well organized and proactive in providing timely, efficient and accurate Operational support to Fleet managers and work colleagues. Approachable, well-presented and able to establish good working relationships with a range of different people. A proficient in using MS products, is looking forward to making a significant contribution to an ambitious and exciting company. A true team player willing to take on new challenges while effectively managing core responsibilities for the growth of the organization.

Work Experience

FEB 2018– APRIL 2024

Al Qamra Holding Group - Qatar

Procurement Officer Cum Sr. Storekeeper

- Preparing plans for the purchase of equipment, services, and supplies.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Lead the team effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
- Follow-up overall inventory management.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.
- Taking physical inventory once a month to cross check with the monthly inventory report.
- Materials receiving and prepared MRN Bin card, SIV issue & reporting of stock.
- Rotate stock and coordinate the disposal of surpluses.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Generate Materials Received Report (MRR) on a timely basis. Input production data according to purchase order in computerized inventory system. Participate in physical inventories by counting stocks.

DEC 2014 – APRIL 2016

Hazel Trading Company - Qatar

Storekeeper

- Observed safety regulations, utilized the database to track parts and supplies.
- Maintain all records pertaining to stores. Issue goods against proper demand slip.
- Promoting products to significantly increase their sales.
- Ensuring each area of the store is stocked, rotated, clean and looking its best.
- Making sure customers find everything they need in the right place.
- Checking and replacing product display areas in line with company plans.
- Monitoring stock levels and reviewing product performance in order to identify current and future trading opportunities.
- Completing all paperwork and administration tasks as required.
- Managing stock availability throughout the supply chain, from suppliers to stores.

Contact

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**Immediately available with Trans.
QID With NOC**

Education

- **Information Communication Technician & Technology (NVQ-04)-Sri Lanka**
- **Successfully Complete SAP Training**

IT Skill

- SAP Business – ERP (Inventory Management)
- SAP Business One (Inventory Management)
- Software: Microsoft Office Suites
- Oracle ERP (Procurement Module)

Language Skills

- English
- Hindi
- Arabic
- Malayalam
- Tamil



References

- Will Provide Upon Request

Key Skills

- Familiarity with standard concepts and best practices in a stockroom or warehouse environment.
- Analytical mind with ability to make accurate mathematical computations. • Excellent written and verbal communication skills.
- Competencies in data entry, analysis, and management.
- Keep attention to detail and ability to effectively manage time.

Apart from routine Accounting, the following tasks were carried out,

- Managed Inventory worth 30 million QR per month.
- Monitoring inventory, stock and ordering supplies as necessary Liaising with accounts / department and suppliers.
- Utilize, review and update the Suppliers database

Administrative Abilities

- Maintaining an electronic and hard copy filing system.
- Providing training and orientation for new staff.
- Comprehensive knowledge of SAP, Microsoft Word, Outlook, Excel and Access.
- Scheduling meetings and preparing agendas for them.
- Resolving inventory problems.
- Supervising other Store minor staff.
- Scheduling and delegating administrative tasks.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.

Declaration

I am very confident that I can contribute more towards the betterment of your reputed organization while gaining valuable experience in my field of interest. I hereby certify the information furnished above true and accurate to my knowledge.

Your Faithfully,

Ahamed Rifkhan..