

OMAR SAID ALI

STOREKEEPER

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omaralisaid05@gmail.com

Kenyan

CAREER OBJECTIVE

Dedicated and detail-oriented Storekeeper with a proven track record in inventory management and stock control. Skilled in maintaining accurate records, conducting audits, and optimizing storage systems to ensure efficient supply chain operations. Proficient in receiving, inspecting, and organizing goods, with expertise in handling procurement processes and liaising with suppliers. Strong organizational and communication skills enable effective coordination with different departments and timely fulfillment of stock needs. Experienced with inventory management software and data entry, ensuring accurate documentation and reporting. Committed to upholding quality standards and improving operational efficiency in fast-paced environments.

WORK HISTORY

01/2023 – 04/2025

SPEAR LINK LOGISTICS K LTD,
Storekeeper



- Receive and forward all goods and deliveries in and out of the warehouse to the correct point of contact/storage area.
- Able to follow standards for issuing and receiving stock within the store's area of operation.
- Monitor and take inventory regularly to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Monitor PAR levels for all stock items to ensure proper levels.
- Work with other departments to ensure efficient and effective inventory support for smooth hotel operations.
- Check and verify all incoming goods against purchase orders or requisition slips, ensuring correct quantities, quality, and adherence to standards.
- Responsible for storage of both food & beverage and operational stock.

03/2019 – 12/2022

RIDEINN PARADISE BEACH RESORT AND SPA
Storekeeper



- Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
- Responsible for verifying all goods arrived as per the agreed purchase, delivery note, and agreed quantity had been received.
- Refuse acceptance of damaged, unacceptable, or incorrect items.
- Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
- Ensure the quantity requested and the quantity issued always match.
- Ensure the store requisition form is signed by the person collecting the goods and entered into the Inventory/Materials Management System.
- Post all invoices using the MMS – Material Management System.
- Conduct inventory audits to determine inventory levels and needs.
- Complete requisition forms for inventory and supplies.
- Extend all requisitions daily and update the inventory management software/system.

EDUCATION BACKGROUND

04/2013 – 12/2016

VISION INSTITUTE OF PROFESSIONALS
CPA Certified Public Accountant

01/2013 – 03/2013

DATA NETWORK INSTITUTE
Certificate in Computer Application

01/2009 – 11/2012

TUDOR DAY SECONDARY SCHOOL
Kenya Certificate of Secondary Education

SKILLS

- Strong time management and punctuality.
- Attention to finest detail.
- Good interpersonal and communication skills.
- Reliable, honest, punctual and friendly
- Enthusiastic communicator
- Data entry and record-keeping
- Inventory management
- Quality control

LANGUAGES

- Swahili:Native
- English:Proficient

INTEREST

- Travelling
- Gardening
- Swimming
- Playing football

REFEREES

Mr. Rashid Muhammad

Procument Manager-PRIDEINN PARADISE BEACH RESOR T AND
SPA
(254) 704952365

Ms.Fatma Seif

Supervisor- SPEAR LOGISTICS K LTD
& SPA (254) 726083139



VISION INSTITUTE OF PROFESSIONALS

(Training & Management Consultants)

*The Board of Directors and Lecturers of Vision
Institute of Professionals are pleased to congratulate*

Omar A. Said

*for having completed the
examinations of the*


**KENYA ACCOUNTANTS AND SECRETARIES
NATIONAL EXAMINATIONS BOARD**

in November.....2016.....

*While being a student of the Institute and
for qualifying to be registered as a*

Certified Public Accountant of Kenya

Serial No. **VG/062/17/M**


Director of Studies




Executive Director



DATA NETWORKS INSTITUTE

Proficiency Certificate

This is to certify that

Omar Said

has attained proficiency in the following modules :-

Introduction to Computers, Systems Applications, Internet & E-mail

The modules were conducted from 3rd April 2013 to 8th June 2013

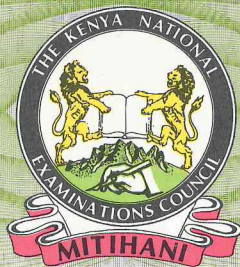
Date of issue8th July 2013.....




Training Executive

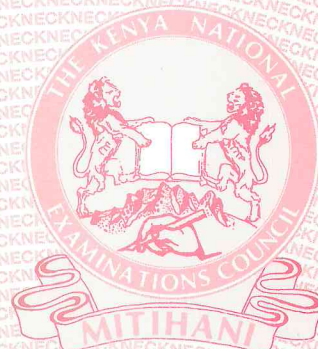
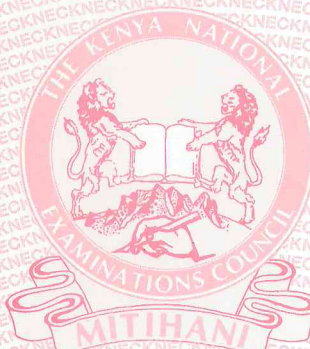
This certificate was issued without any alterations whatsoever

The Kenya National Examinations Council



KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects named below.



THE CANDIDATE ATTAINED THE GRADE SHOWN IN THE SUBJECTS NAMED

NAME SAID A OMAR

M1 03106103/037

SCHOOL TUDOR DAY SECONDARY SCHOOL

GRADE

101	ENGLISH	B+ (PLUS)
102	KISWAHILI	B (PLAIN)
121	MATHEMATICS	C+ (PLUS)
231	BIOLOGY	D+ (PLUS)
233	CHEMISTRY	D+ (PLUS)
311	HISTORY AND GOVERNMENT	B- (MINUS)
314	ISLAMIC RELIGIOUS EDUCATION	B (PLAIN)
565	BUSINESS STUDIES	C+ (PLUS)

SUBJECTS NAMED EIGHT

MEAN GRADE C+ (PLUS)

EXAMINATION OF NOVEMBER/DECEMBER 2012

PRINTED : 130924 : 043117

Secretary

Kenya National Examinations Council

This is a secure document using special paper and inks. Please hold it up to the light to verify that the word MITIHANI and the "GENUINE" embedded thread can be seen through the paper. Not valid without a hologram.

(See overleaf for conditions of issue)



Chairman

Kenya National Examinations Council

KCSE /12 0008226



0008336



SPEAR LINK LOGISTICS (K) LTD

02/05/2025

TO WHOM IT MAY CONCERN

REF: OMAR SAID OF ID NO 29976516

This is to confirm that was Mr. **OMAR SAID** our employee in our Company working as a Storekeeper from January 2023 to April 2025

When working with us Mr. Omar was very hardworking, honest, and punctual, respected the seniors and made a good teamwork with workmates.

It is for this reason that we do recommend him to any respective Firm /Company and wish him all the best in his future endeavor.

Any assistance accorded to him will be highly appreciated.

Signed for:

Spear Link Logistics (K) Ltd;

Jackim Gare

Human Resource Manager



2/05/2021

TO WHOM IT MAY CONCERN

RECOMMENDATION FOR OMAR SAID OF ID NO 29976516

It is my pleasure to recommend Mr. Omar said for employment with your organization. I have known Mr. Omar for almost 4 years from March 2019 to December 2022 during which for a substantial duration he worked as a Storekeeper.

I have been consistently impressed with Mr. Omar's attitude and productivity during the time that he worked in our firm.

Mr. Omar is both bright and quite motivated. I am confident that he will devote himself to a position within your organization with a high degree of diligence.

I recommend Mr. Omar without reservation. I am confident that he will establish productive relationships with your staff and constituents.

Sincerely,



BEN MUSOTI
EXECUTIVE DIRECTOR



CA29788

CAIII201622130549

kasneb

This is to certify that
Said Ali Omar
passed the

Certified Public Accountants Final Examination *held in*

November Two Thousand and Sixteen
having satisfied the examiners in all the prescribed papers

Mubia

Chairman

[Signature]

Member

[Signature]

Secretary

Reg. No. **NAC/230550**

