

# Salman Faris Sabeer Mohamed

Store Keeper/ Retail Cashier

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Lives in: Al Muntazah, Doha, Qatar

Own Visa with NOC



## Summary

Reliable and Detail-Oriented Storekeeper Assistant with Hands-On Experience in Inventory Control, Stock Handling, and Store Operations. Skilled in Receiving And Inspecting Goods, Maintaining Organized Storage Areas, and Supporting Accurate Record-Keeping. Proven Ability To Work Collaboratively with Storekeeping Teams To Ensure Timely Distribution Of Materials and Efficient Supply Chain Operations.

## Professional Skills

- Inventory & Stock management
- Goods Receiving & Dispatching
- Record keeping & Reporting
- Store layout & Organization
- Safety & Compliance Standards

## Technical Skills

- Ms-Office Suits
- Inventory Management Systems

## Work Experience

**Store Keeper (January2023-March2025)**

**Fairway General Trading LLC**

**Abu Dhabi, UAE.**

**Inventory Management**

- Receive, check, and store incoming materials or products.
- Update inventory records using stock management systems.
- Report low stock levels or discrepancies.

**Organization & Storage**

- Ensure items are properly labeled and stored in designated locations.
- Maintain cleanliness and organization of storage areas.

**Assisting Storekeeper**

- Help in preparing stock for dispatch or transfer.
- Support periodic stock counts and audits.
- Follow instructions regarding inventory rotation (FIFO/LIFO).

**Documentation**

- Maintain records of receipts, issues, and returns.
- File delivery notes, purchase orders, and requisitions.



## Safety & Compliance

- Follow safety protocols in handling goods.
- Ensure proper storage of hazardous or fragile materials.

## Work Experience

### **Retail Cashier (January2015-November2022)**

#### **Fathima Hypermarket LLC**

#### **Abu Dhabi, UAE.**



#### Customer Service

- Greet customers in a friendly and professional manner.
- Assist customers with questions, locating items, or resolving complaints.
- Provide a positive shopping experience.

#### Operating the Cash Register

- Accurately handle cash, credit/debit card, and other transactions.
- Scan items and ensure pricing is correct.
- Issue receipts, refunds, and exchanges according to store policies.

#### Handling Payments

- Count money in cash drawers at the beginning and end of shifts.
- Ensure correct change is given.
- Follow cash handling procedures and report discrepancies.

#### Maintaining Cleanliness

- Keep the checkout area clean and organized.
- Stock and clean merchandise around the register area when not busy.

#### Balancing Register and Reports

- Reconcile cash drawers and balance at the end of shifts.
- Maintain accurate transaction records.

## Qualifications

- SSLC (Goverment School, Tamil Nadu, India-2006)
- Higher Secondary School (Goverment School, Tamil Nadu, India-2008)
- Diploma in Computer Application (TCEDS, Chidambaram, India-2014)

## Languages Known

- Tamil
- English
- Hindi
- Malayalam And
- Arabic (Basic)