

FAYSAL AHMED

Ar-Rayyān 55

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A store keeper is responsible for managing the storage and organization of goods and materials within a warehouse or store.

Willing to relocate: Anywhere

Personal Details

Birth Date: 1993-06-07

Eligible to work in Qatar: Yes

Industry: Retail

Work Experience

Storekeeper

Five Dohar Hypermarket-Ar-Rayyān, Qatar

May 2025 to Present

1. Maintain accurate records of all stock movements (inward and outward).
2. Ensure proper stocking of items according to category and demand.
3. Monitor stock levels and notify the purchasing department when reordering is necessary.
4. Check incoming shipments for correct quantity, quality, and condition.
5. Verify items against invoices, purchase orders, or delivery notes.
6. Reject damaged or incorrect items and report issues to the supplier or manager.
7. Ensure products are properly labeled and priced.
8. Maintain accurate records in inventory management software or logbooks.
9. Prepare daily, weekly, and monthly stock reports.
10. Keep track of returnable items, expired stock, and damaged goods.
11. Ensure the store area is clean, organized, and complies with hygiene and safety standards.
12. Communicate with suppliers, delivery personnel, and warehouse staff as needed.
13. Provide product information if requested.
14. Monitor for theft, inventory shrinkage, or unauthorized access to store areas.
15. Implement and follow security measures as per company policy.
16. Oversee junior staff or helpers in stock receiving, storing, and issuing activities.

Receiving Clerk

Qftan AL Jazeera-Ar-Rayyān

October 2022 to April 2025

1. Unload deliveries from trucks or couriers.
2. Verify the quantity and quality of items received against purchase orders or delivery notes.
3. Check for damages, missing items, or incorrect products.

4. Ensure accessories are in good condition and match specifications.
5. Record received goods in inventory systems or logbooks.
6. Complete necessary paperwork and update databases with accurate information.
7. Label and tag received accessories properly.
8. Store items in designated areas in a safe and organized manner.
9. Report discrepancies or damaged goods to the supplier or purchasing department.
10. Coordinate with inventory control and sales departments for product availability updates.
11. Assist in regular stock counts or inventory audits.
12. Follow company policies and procedures related to receiving and storing merchandise.
13. Maintain a clean and safe work area, following safety guidelines.
14. Operate forklifts, pallet jacks, or other warehouse tools (if required and trained).

IT Support Engineer

HP Computers-Dhaka

October 2019 to September 2022

1. Installed and configured computer hardware, software, operating systems, printers, and antivirus solutions.
2. Diagnosed and resolved hardware/software issues for field office desktop PCs and necessary parts replacements.
3. Configured Windows, Linux, and Debian operating systems, as well as LAN, MAN, and wireless LAN networks.
4. Ensured security of company data, network access, and backup systems to protect against data loss.
5. Provided support for IP cameras, CCTV, video conferencing equipment, and access control systems to maintain security and connectivity.
6. Professionally communicated with vendors to troubleshoot connectivity issues and ensure timely resolution.
7. Installed and maintained Mikrotik routers, Wi-Fi access points, and other network devices while ensuring optimal network performance.
8. Ensured software license compliance, performed hardware upgrades when required, and managed IT asset documentation.
9. Analysed IT market trends, communicated with vendors, and assisted in IT procurement by evaluating product quality and pricing.
10. Developed IT policies and security best practices, ensuring adherence to compliance standards.

Education

Computer Science & Engineering (Bachelor Degree)

Daffodil International University-Dhaka

January 2014 to June 2017

Computer Technology (Diploma)

Dhaka Polytechnic Institute-Dhaka

January 2010 to December 2013

Skills

- Maintenance
- Microsoft Office
- Communication skills

- Organizational skills

Languages

- Hindi - Fluent
- Bangla - Native
- Arabic - Beginner
- English - Fluent

Groups

Lighter Youth Foundation

January 2020 to Present

We are working typically do the following: Identify people and communities in need of help. Assess people's needs,

situations, strengths, and support networks to determine their goals. Help people's adjust to changes and challenges in

their lives, such as illness, flood, or unemployment.

Additional Information

1. I will have the chance to develop new skills, stay updated on best practices, and tackle current social issues.
2. I can be a voice for those who may not have one. Whether it's fighting for better policies or helping someone navigate a tough system, I can work lead to systemic change.