

CURRICULUM VITAE
APPLIED FOR THE JOB PRO

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CAREER OBJECTIVE

As a dedicated and detail-oriented Store Keeper with over 3 years experience, I aim to contribute to the efficient management of inventory, materials, and supplies in a fast-paced and organized environment. I possess strong knowledge in stock control, warehouse procedures, and record-keeping systems. My goal is to ensure smooth day-to-day operations by maintaining accurate inventory levels, minimizing waste, and supporting team productivity. I am seeking an opportunity to join a reputable organization where I can apply my skills, grow professionally, and play a key role in supporting the supply chain and overall business operations.

Personal Details:

- ❖ Date of Birth : 25/03/1998
- ❖ Place of Birth : Pakistan
- ❖ Marital Status : Single

Educational Qualification:

- B.com (2021)

Work Experiences :

- ❖ I worked as a Representative at Lucky Company in Pakistan for 3 Years .
- ❖ Receive ,inspect and store incoming materials and supplies .
- ❖ I Maintain accurate inventory records using manual logs and computer Systems .
- ❖ Issue materials to departments based on request forms (MRN)
- ❖ Conduct regular stock checks and prepare monthly inventory reports.
- ❖ Coordinate with procurement team for materials shortages .
- ❖ Ensure the cleanliness and safety of the warehouse/store area .

- ❖ Label, organize, and manage storage bins and shelves .
- ❖ I Handled both physical and digital inventory procedures .
- ❖ I Managed return and replacement of defective items .

Personal Skills

- MS-Word
- MS-Excel
- Power point
- Outlook

Language: Details

- Arabic Beginning / English Good

Other Details

1.Use FIFO or FEFO Method :

FIFO (First in , First out) – use older stock first.

FEFO (First Expired , First Out – use items near expiry first .

Prevents Stocks Form Expiring or becoming obsolete .

2. Monitor Expiry Dates :

Regular check perishable or times – sensitive items .

Set alerts or maintain an expiry tracking log .

3.Maintain Accurate Inventory :

Regular updates the stock register or ERP system .

Perform weekly / monthly stock audits to find slow – moving or
Expired items .