

MOHAMED MUSFAQ

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AL SADD,DOHA.

Storekeeper



PROFILE

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of customer service. To work in a professionally managed, challenging environment, which gives greater opportunities to achieve high standards of performance and encourages new learning.

WORK EXPERIENCE. 7 years

★ AL BALADI HOLDING – Qatar

storekeeper (2023-2025)

- Replenishing stock inventories following established company guidelines.
- Maintaining a clean, organized, and safe working environment in accordance with government regulations.
- Managing the store layout.
- Supervising other staff members and maintaining a record of sales.
- Receiving, loading, and shelving all supplies.
- Inspecting deliveries for discrepancies or damage.
- Reporting damaged inventories for record-keeping and reimbursement.
- Rotating stock and disposing of surplus and expired quantities.
- Coordinating and handling freight and equipment movement.
- Ensuring organized allocation of inventory placed in the warehouse and store.
- Cross-verifying the monthly report at the end of each month.
- Ensuring proper completion of documentation to place an order and make a purchase.
- Generating a Material Received Report (MRR) in a timely manner.
- Ensuring proper storage of goods following the First-In, First-Out (FIFO) method.
- Manage data for inventory
- **ERP** and **SAP** system using
- **LPO** creating and **GRN** process I can do It

★ NOLIMIT (PVT) srilanka

storekeeper (2018-2022)

- Determines the quantities of stock needed to replenish departments' supplies.
- Fills requisitions from stock in the storage area.
- Fills work orders, requests for materials, tools, or stock items and distributes to procurement clerks to be processed properly.
- Assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to packing station or shipping department.
- Records amounts and when the applicable condition of materials or items received or distributed.
- Kept quarterly counts on all inventory and made adjustments as needed. Helped order uniforms and kept account of uniform allowances. Supervised materials for daily work orders.
- Entered all work orders into the computer for printouts that go to crews for daily work.

SKILLS

- Leadership
- Team works skills
- Time management
- Critical thinking
- Proficiency in **MS Office Packages**
- Good communication and interpersonal skills.
- Motivational self-starter quick learning and hard worker
- Inventory Management
- Customer Service
- Retail Operations
- Purchasing

EDUCATION

- ★ I have Successfully Completed **Stores Management** at Institute of Supply and Materials Management (ISMM)
- ★ I have Successfully Passed **G.C.E O/L** Examination
- ★ I have Successfully Passed **G.C.E A/L** Examination

PERSONAL DETAILS

- Name in Full : MOHAMED MUSFAQ
- Date of Birth : 1993.02. 22
- Nationality : Sri Lankan
- Marital Status : Single
- Gender : Male
- Driving License : Sri Lanka
- Language Spoken : English,Hindi,Malayalam
- Visa Status : QID with NOC
- Job Status : Immediately Join

REFERENCE

References can be furnished upon request.

I hereby declare that particulars furnished by me are true & accurate to the best of my knowledge.

MOHAMED MUSFAQ