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PROFESSIONAL SUMMARY

Detail-oriented and experienced Store supervisor /Storekeeper with over 10 years of proven success in inventory management, stock control, ERP systems (Oracle & JD Edwards), supply chain and logistics coordination. Adept at optimizing warehouse operations, maintaining accurate stock levels, ensuring compliance with quality standards, and facilitating smooth procurement and distribution processes. Recognized for improving inventory accuracy and operational efficiency. Proven expertise in supervising store activities, optimizing storage systems. Seeking to leverage strong leadership and organizational skills, to contribute as a chief Store keeper at Qatar Energy, bringing reliability accuracy and integrity to the material management team.

CORE COMPETENCES:

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| • Inventory & Warehouse Management. | • Goods Receiving & Issuance | • Logistics & Distribution Support. |
| • Stock Reconciliation & Auditing. | • GRIR (Goods Receipt & Invoice Receipt) Processing. | • Cross functional team collaboration. |
| • FIFO/LIFO & Stock Rotation. | • Supplier Coordination & Procurement. | • MS Office & Accounting Software. |
| • ERP Systems (Oracle, JD Edwards). | • Audit Preparation & Compliance. | • Time Management & Team Leadership. |
| | | • Documentation & Record Keeping. |
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PROFESSIONAL EXPERIENCE:***Store Supervisor******Al Mana Group WLL – Doha, Qatar | April 2021 – Present***

- Validate shipment documentation against deliveries to ensure accuracy in model, quantity, and specifications.
- Maintain up-to-date inventory records, manage goods returns, and process quarantined items.
- Supervise and manage daily store operations, ensuring smooth flow of materials and accurate inventory control.
- Monitor goods receiving and issuance processes while maintaining up-to-date records using ERP systems.
- Lead and train a team of storekeepers and support staff, enhancing performance and task efficiency.
- Coordinate with procurement and technical departments for material requests and timely delivery.
- Implement best practices in stock rotation, safety protocols, and storage optimization.
- Conduct regular stock audits, cycle counts, and reconcile discrepancies with finance and procurement teams.
- Maintain compliance with company policies, health and safety standards, and ISO procedures.
- Conduct periodic stock audits and reconcile variances to ensure data accuracy.
- Manage supplier reconciliations and maintain GRIR processes to align finance and procurement functions.
- Support internal and external audit compliance by ensuring full traceability of stock movement.

- Optimize stock levels to avoid overstocking or under stocking through demand analysis and forecasting.

Senior Storekeeper,

Al Jaber Engineering WLL – Doha, Qatar | October 2015 – March 2021

- Oversaw receipt, inspection, and issuance of materials to project sites.
- Conducted regular cycle counts, monitored stock discrepancies, and managed obsolete inventory.
- Supervise daily warehouse operations including receiving, inspecting, and proper storage of materials.
- Coordinated material deliveries and usage with project engineers to prevent delays.
- Supported monthly closings, physical stock counts, and financial reporting requirements.
- Ensured warehouse compliance with safety, quality, and inventory protocols.

KEY ACHIEVEMENTS

- Reduced stock discrepancies by 30% through improved reconciliation processes and cycle counting.
 - Implemented ERP-driven stock tracking system, increasing inventory accuracy by 95%.
 - Strengthened supplier compliance and documentation, contributing to a 25% improvement in delivery timelines.
 - Played a vital role in aligning stores operations with ISO and internal audit standards.
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EDUCATION

Diploma in Business Management

Kenya Institute of Management | 2006 – 2007

TECHNICAL SKILLS:

- ERP Systems: SAP, Oracle, JD Edwards.
- MS Office: excel, word, outlook.
- Inventory software: WMS, QuickBooks (inventory module)

Kenya Certificate of Secondary Education

Ndagani High School | 1999 – 2002

CERTIFICATIONS & TRAINING

Certified Public Accountant (CPA-1) - Strathmore University | 2015

Warehouse safety and material handling-Enertec-Qatar | 2015

ERP Inventory management Training –JD Edwards, SAP & Oracle-In house | 2015/2019 &2021.

H2S /first aid training, Fire fighting -Enertech Qatar-2016

LANGUAGES

English – Fluent.

REFERENCES

Available upon request.