

NIJAM MOHAMED IJAN

STORE KEEPER / WAREHOUSE INCHARGE

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Visa – Transferable work visa with NOC



Personal Profile

Passport No : N7349021
QID : Valid
Civil Status : Marreid
Nationality : SriLankan
License : Srilanka License

SUMMARY

Storekeeper/Store Worker with experience in managing production operations with a key focus on the optimal utilization of resources. Implementing quality standards & structured processes / internal control plans for manufacturing operations of equipment & machines as well as standard products ensuring accomplishment of business goals.

Skills

- Knowledge of goods or materials in assigned storeroom.
- Knowledge Knowledge of Type Writing
- of basic buying and purchasing practices
- Knowledge of inventory principles and practices.
- Knowledge of supervisory principles and practices.
- Skill in appropriate use of goods and materials in storeroom, warehouse laydown Area.
- Knowledge of Shipment documents, Container and Trailers. Knowledge
- Knowledge in Electronic Document Management System.
- Scanning, Printing, Binding, Filing, Typing & Photocopying.
- Excellent knowledge in MS Word, MS Excel, MS Power Point, Adobe Outlook Express and internet Application.
- Many Database like MS Office, QuickBook, Peachtree, Tally Oracle and Visual Basic etc.

- Supervising
- Leadership
- Cash Rolling
- Maintenance
- Time Management
- MS Office

WORK EXPERIENCE

Office Administrator

China Harbour Engineering - Srilanka

Jan 2018 to December 2019

Store Keeper

Capital Home Décor - Doha, Qatar

JAN 2019 to Mar 2022

Store Keeper

AL JAMEEL CURTAINS (SHOWROOM)

SEPT 2022 to JAN 2025

Duties & Responsibilities :

- Taking account of incoming and outgoing of goods in the stores departments.
- Monitoring stock card everyday of the stock goods from stores and physically checking of all received goods from delivery note of the respective request. For the accuracy of orders or request.
- Keeping eagle's eyes on the stocks of goods available in the stores like Stationary
- Taking care all types of activities like take care of store goods, availability of goods in time, proper care, and also manage the labors and make proper records of incoming and outgoing goods.
- Arranging good warehouse, handling equipment good staff, store keeper, care the proper and damaged / shortage material and maintain the higher stock level / Maximum stock level / reorder stock level.
- Authorizing on the store requisition after verifying requested items.
- Making waybill of the items going from store to another locations or sites.
- Arranging the inventory of stock every three months and using materials FIFO.
- Preparing the list of fast moving / slow moving items and not usable materials.
- Maintaining proper documents like receipt and issue.

Education

- Completed MS Office, Excel, Power Point and Photoshop
- Completed in Advance Level
- Microsoft Office Computer Application AssistaNT
- KNOWLEDGE OF PC (TALLY, PEACHTREE, ERP EPICOR)

Languages

Fluent in written and spoken English,

Fluent speak ARABIC and HINDI