



Ahmad Raza

Storekeeper

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Doha, Qatar

As a dedicated Store Keeper, I focus on transforming chaos into clarity. My strength lies in anticipating needs before they arise, identifying gaps before they become problems, and ensuring that every item stored is accounted for with precision. I am not just responsible for inventory; I am responsible for reliability. My approach combines hands-on control with smart record-keeping, ensuring that efficiency never comes at the cost of safety or quality.

WORK EXPERIENCE

Storekeeper

Sep 2024 To Till date

Acciona

Doha, Qatar

Responsibilities

- ★ Designed a systematic "location mapping" method that allowed anyone to find stock instantly.
- ★ Monitored temperature-sensitive zones and created a preventive maintenance log for cold storage units.
- ★ Developed and implemented inventory control policies and procedures to ensure accuracy and efficiency.
- ★ Maintaining accurate inventory records and stock levels.
- ★ Ensuring proper storage conditions (temperature, humidity).
- ★ Conducting regular stock checks and audits.
- ★ Identifying and reporting expired or damaged stock.
- ★ Coordinating with logistics and supply chain teams.
- ★ Maintaining warehouse cleanliness and organization.
- ★ Ensuring compliance with regulatory requirements.

Storekeeper

2019/2024

Doctor's Hospital

Gujrat, Pakistan

Responsibilities

- ★ Designed a "Smart Shelf" system with color-coded zones for quick medicine identification.
- ★ Created a simple Excel tracker for temperature-sensitive drugs, ensuring 100% compliance.
- ★ Built strong coordination with pharmacists to forecast medicine demand accurately.
- ★ Developed a "Damage & Return Register" to reduce product loss and improve accountability.
- ★ Took lead during monthly audits — ensuring no mismatch between system and physical count.

CERTIFICATES

Fire and Safety /Computer Applications

EDUCATION

Bachelor Of Science in Computer Science (Hons)

National College Of Business Administration And Economics Lahore

2015 - 2019

Gujrat, Pakistan

Final Grade
B, 67.68%

SKILLS

Cycle Counting & Variance Reporting

Zoho Inventory Skills

Microsoft Office skills

Stock Control & Inventory Management

Soft Skills

Data Entry and Record Keeping

Problem Solving

Communication and Teamwork

Team Collaboration

Relationship Building

ACHIEVEMENTS

Assisted the procurement team in identifying fake or duplicate medicine batches before purchase.

Created an emergency medicine corner, ensuring quick response during night shifts or code-blue situations.

Trained new joiners on how to handle high-value and controlled drugs safely.

Suggested expiry alert system in Excel, saving thousands worth of near-expiry medicines.

Handled cold chain logistics for critical medicines during supply shortages.

Maintained zero accident record by enforcing safe lifting and storage practices among team members.

QID&NOC

Available and can join immediately

LANGUAGES

Urdu/Hindi
Native or Bilingual
Proficiency
English
Full Proficiency