

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

Acciona

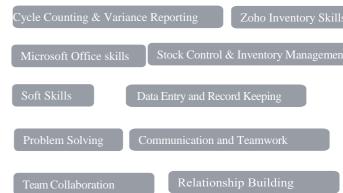
Sep 2024 To Till date

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.

SKILLS



Storekeeper

Doctor's Hospital

2019/2024

Gujrat, Pakistan

Resonsibilities

- 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.

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

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 immediatey

CERTIFICATES

Fire and Safety /Computer Applications

EDUCATION

Bachelor Of Science in Computer Science (Hons)

National College Of Business Administration And Economics Lahore

2015 - 2019

FinalGrade B.67.68%

Gujrat, Pakistan

LANGUAGES

Urdu/Hindi Native or Bilingual **Proficiency English Full Proficiency**