

CURRICULUM VITAE

H.MOHAMED SULTAN

Mob : +974 - 71247837

Email: sultanbcamcse@gmail.com



CARRER OBJECTIVE

I want to dedicate to prove myself to be a productive employee hoping that this in turn leads to the successful growth of the organization.

WORK EXPERIENCE

Al Batateel Trading (Doha-Qatar)

Store Keeper (Nov 2023 - Nov 2025)

Responsibilities

- Maintain receipts, records and withdrawals of the stockroom.
- Monitor stock levels, track inventory and minimize stock discrepancies.
- Maintain a clean, organized, and safe warehouse environment.
- Coordinate with logistic team to ensure timely and accurate shipping and receiving of goods.
- Maintain accurate records of inventory, stock levels and goods movement.
- Ensuring product rotation and minimizing expiry.
- Implemented efficient storage systems to maximize w/h space.

Zaitoon Restaurant (Chennai-India)

Store Keeper (Apr 2022 - Mar 2023)

- Ensure First-In-First Out (**FIFO**) stock rotation to minimize waste and maintain product freshness.
- Maintain optimal storage condition for ingredients or materials, including temperature, humidity, and cleanliness.
- Receive store and issue ingredients or materials while maintaining strict quality control.
- Maintain inventory for signs of spoilage or damage and report any issues to management.
- Ensure accurate labeling and organization of stored ingredients or materials.
- Coordinated with chefs, managers, and suppliers to ensure timely ordering and delivery of supplies.

Middle East Insulation LLC (Dubai - UAE)

Store Keeper (Jan 2020 - Dec 2021)

- Responsible for receiving incoming stock.
- Issue goods in a timely manner and ensure authorized documentation.
- Inform the department well in advance about the items that reach the re- order form supplies.
- Well organizing store inventory/ product stock.
- Ensure correct and secure storage of stock.
- Goods Receipt Note (GRN) preparation and communication with Finance/Purchase Department.

Ant General Trading LLC (Dubai -UAE)

StoreKeeper (May 2012 - Jul 2016)

- Preparing delivery order, purchase order & invoices.
- Knowledgeable of building materials and their storage requirements.
- Collaborating with procurement and logistics teams.
- Knowledgeable in ERP application and maintenance of proper records.
- Ability to work efficiently in a warehouse environment.
- Tracking inventory levels and ordering materials.

Education Qualification

Bachelor of ComputerApplication **(B.C.A)** from Bharathidasan University (2005-2008) Trichy - India.

Technical Skills

- Database : Odoo, Microsoft dynamics NAV, Acsys ERP
- Office Automation : MS Office (Word,Excel,Powerpoint,Outlook)

Personal Profile

- Date of Birth : 15-10-1986
- Nationality : Indian
- Martial status : Married
- Languages : English,Hindi,Tamil & Malayalam
- Visa status : Transferrable (with NOC)