

SHAAKIR HASSAN MOHAMED UMAR

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Wellampitiya, Sri Lanka

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Visa Required

PERSONAL INFO

Nationality : Sri Lanka
D.O.B. : 12/4/2002
Gender : Male
Marital status : Single
Religion. : Muslim
Present : Sanaya, Al Khor, Qatar
Passport No : N9070053
Qatar ID : 30214401063

OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

SKILLS

Oracle Database, PL/SQL, and Oracle Cloud
ITRADE (INDIAN SOFTWARE)
Inventory Management
Strong negotiation skills
Microsoft office (Excel, Word, PowerPoint)
Delivers Results under Tight Deadline
Supplier Friendly Relationship
Stock Control Optimization
Supply Chain Coordination
Inventory Tracking Software Proficiency
Data Analysis and Reporting
Cost Analysis
Strategic thinking
Problem-Solving Abilities
Warehouse Operations

LANGUAGE

English - Fluent / Writing / Reading
Sinhala - Fluent / Writing / Reading
Hindi - Fluent
Malayalam - Fluent
Arabic - Manageable
Tamil - Fluent

SUMMARY

I am a person who is driven, self-motivated, trustworthy, accountable, and diligent. As in teams and am able to adjust to any difficult situation, including primary position shortages. I can function effectively in both group and independent settings. I can work effectively to deliver results under duress and follow strict deadlines. I bring enthusiasm, diligence and a mature approach to my work.

Proactive, customer-orientated professional with 3 years of experience in Building Material Industries. Always looking to learn new skills, take on extra responsibilities, and grow professionally.

EXPERIENCE

Gulf Experience

Storekeeper - Facilities Management & Maintenance (FMM), Hamad International Airport, Qatar (HIA department)

03/06/2025 - Present

Responsible for managing daily store operations in compliance with Hamad International Airport (HIA) rules, safety standards, and material handling procedures.

Receive and inspect incoming materials, spare parts, consumables and PPE verify quantities and quality as per purchase orders and client approvals.

Perform goods receipt and inventory transactions accurately using Oracle ERP system.

Maintain optimum stock levels through effective inventory control—monitoring minimum and maximum quantities to ensure uninterrupted operational support.

Supervise and guide store staff, ensuring efficient material handling, documentation, and housekeeping standards.

Coordinate with suppliers for purchase orders (PO), quotations, pricing, and delivery schedules to ensure timely availability of materials.

Support the operations and maintenance teams by issuing required materials promptly and maintaining proper documentation for all transactions.

Prepare and maintain records such as material receipts, stock registers, TOS materials, calibration documents and issuance reports for audit and client review.

Ensure full compliance with airport security protocols and FMM policies during materials movement and storage.

**Store Incharger - Al Habari Group
(Building Materials Department)
Al Khor, Qatar**

**1/ 6/2022 -
10/5/2025**

Checking of the Day to Day Transactions.

Managing inventory, organizing and co-ordinate with suppliers to order and receive goods and maintaining stock, receiving and dispatching goods, keeping records of transactions, and ensuring the smooth operation of a store or warehouse.

Stocking the materials in proper manner in the appropriate location code number wise and category wise taking orders, scheduling purchases, estimating shipment time, finding the best offers, and negotiating prices.

Issuance & Receiving of Goods.

Monitor Inventory Transactions by using software.

Responsible for evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.

Reviewing, comparing, analyzing, and approving products and services to be purchased.

Managing inventories and maintaining accurate purchase and pricing records.

Maintaining good supplier relations and negotiating contracts.

Researching and evaluating prospective suppliers.

Handle, execute and monitor all regular purchasing duties for non-trade and trade items from procure to pay.

Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc...

Experience

**CFC GRAND STAND sports complex
5 Sri Sunandarama Rd, Colombo, Sri Lanka**
Accountant

**1/4/2020 -
25/1/2021**

posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll, and preparing financial reports.

Lanka Tiles Pvt Ltd
Nawala Rd, Dehiwala

1/2/2021 -
15/3/2022

Accountant/Cashier

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based.

Also involved in compiling financial reports and analyses, whilst working to strict deadlines.



EDUCATION

PRESIDENT'S COLLEGE KOTTE

2018 Batch

Sri Jayawardenepura Kotte, Sri Lanka

High School

G.C.E Ordinary Examination

Simple Passed (Certificated)

Additional Education

ATARI CITY CAMPUS

2/4/2020 -

Maradana Rd, Colombo, Sri Lanka

5/7/2020

Diploma In English

Passed (Certificated)

EXCELLENCE MANAGEMENT TRAINING CENTRE

Running year

Bilal bin Rabah Street, Doha

Supply Chain management

In progress