

Md Samir Ansari

STORE KEEPER

- 📍 Location: Bihta, Patna, India
- 📞 Mobile: +91-7759075120
- ✉ Email: ansarisamir002@gmail.com



PROFESSIONAL SUMMARY

Highly organized and reliable Store Keeper with 5+ years of experience in India, specializing in inventory control, stock handling, material receiving, and dispatch operations. Experienced in maintaining accurate records, following FIFO procedures, and coordinating with purchase and production departments. GCC fresher, seeking a Store Keeper position in a reputed organization in the Gulf region to contribute efficiency and accuracy to warehouse operations.

KEY SKILLS

- Inventory & Stock Management
- Goods Receiving & Inspection
- GRN / GDN Documentation
- FIFO & LIFO Methods
- Stock Issuance & Dispatch
- Material Reconciliation
- Warehouse Organization
- Vendor & Purchase Coordination
- Stock Auditing & Reporting
- MS Excel & Computer Operations
- Basic ERP / SAP Knowledge
- Time Management & Teamwork

CERTIFICATIONS

- Advance Diploma in Computer Application Accounting and Publishing from NIELIT Patna
- Tally Course

PROFESSIONAL EXPERIENCE

Store Keeper

Essar Projects (I) Ltd., India

Duration: Jan 2024 – Dec 2025

- Managed daily warehouse operations including receiving, storing, and issuing materials
 - Prepared Goods Receipt Notes (GRN) and verified materials as per purchase orders
 - Maintained accurate stock records using manual registers and Excel sheets
 - Followed FIFO method to reduce material damage and expiry
 - Conducted monthly and yearly physical stock verification
 - Coordinated with purchase department for material requirements and shortages
 - Ensured proper storage, labeling, and safety standards inside the warehouse
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Store Assistant

Flipkart MH Patna, India

Duration: Jun 2021 – Nov 2023

- Assisted senior storekeeper in inventory control and stock maintenance
 - Handled inward and outward material documentation
 - Updated daily stock movement records
 - Supported internal audits and stock reconciliation
 - Helped maintain a clean, organized, and systematic store layout
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EDUCATIONAL QUALIFICATION

- Class 10th from T.P High school Bihta in 2017
 - Intermediate from T.P high school Bihta in 2019
 - Graduation from G.J college Bihta in 2022
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LANGUAGE SKILLS

- English – Good
- Hindi – Native

PERSONAL DETAILS

- Father's Name : Rashid Ansari
- Date of Birth : 04/01/2003
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Religion : Islam
- Job Title : **Store Keeper**
- Contact No. : +91-7759075120
- E-Mail ID : ansarisamir002@gmail.com

PASSPORT DETAILS

- Passport No. : W9962991
- Place of Issue : PATNA
- Date of Issue : 17/02/2023
- Date of Expiry : 16/02/2033

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.

Place: **Patna**

Signature: Sameer Ansari