



## Personal Info:

**Nationality**  
Nepal

QJD No: 290524401655  
Visa Status: Work Visa (Transferable ,Noc)

## Skills:

- MS word, Excel Outlook email & ERP software - TALLY & SAP
- Inventory management & Stock Management
- Receiving & Issuing Goods
- Warehouse Operations
- Record Keeping & Documentation
- Supply chain coordination
- Administrative & Purchasing Support
- Customer service
- Data entry & Petty cash handling
- Teamwork & Communication

## Education & Training

- Bachelor of Education  
Tribhuvan University (TU)
- Higher Secondary School (+2)  
HSEB Board

## Languages:

English  
Hindi  
Nepali-Native Language  
Arabic- Beginner

# GOPAL POUDEL

Doha, Qatar

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## ❖ Career objective:

Seeking to obtain a responsible position in a company where my skills, knowledge and Experience will be contributed towards the improvement of the company. My innovative ideas and active personality should assist me a lot in adding to the company's growth.

## ❖ Experiences

- Storekeeper (2025 To Present)**  
Pinpearl Contracting & Trading-  
Doha, Qatar
- Storekeeper (2024 To 2025)**  
Ucc Holding - Doha, Qatar
- Storekeeper Cum Timekeeper  
(2021 To 2022)**  
Advanced Construction Technology-  
Doha, Qatar
- Storekeeper Cum Coordinator  
(2016 To 2021)**  
Bright Future Trading & Contracting-  
Doha, Qatar

## ❖ Roles & responsibility :-

- Prepare and process materials request SMR, PR as per requirement
- Receive, inspect, and verify all incoming materials quantity and quality against Purchase order.
- Prepare GRN, Monitor stock level, any discrepancy report
- Manage receipt, storage and issuance of materials & supplies.
- STV/DN Prepare and Coordinate with logistics teams for various project site delivery.
- Prepare daily, weekly, and monthly stock reports
- Coordinate with procurement and logistics teams for timely replenishment.
- Prepare site Daily basis attendance, absent verified & update record worker & construction using machinery vehicle attendance sheet
- Check accuracy and fulfill Timecard, time sheet and get approval concerned authority.
- Ensure compliance with safety and quality standards