





ABDUL BARI P

Store keeper



CONTACT

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EDUCATION

- **BA SOCIOLOGY - 2015**
GEMS Arts & Science, Ramapuram,
Calicut University
- **HIGHER SECONDARY**
GVHSS Makkaraparamba, Board
of Higher Secondary
Examination, Kerala, India
- **SSLC**
TSS Vadakkangara, Board of
Public Examination, Kerala, India

CERTIFICATION COURSE

- Indian & Foreign Accounting
from ICA, Kerala (2016)

DIGITAL SKILLS

- MS Office
- Tally ERP 9
- Peachtree
- QuickBooks
- SAP, WMS
- Internet & Email

PROFESSIONAL SUMMARY

Experienced and detail-oriented professional with a strong background in storekeeping, inventory control, logistics coordination, and warehouse management. Skilled in optimizing inventory levels, ensuring efficient stock handling, and maintaining accurate records. Proficient in coordinating deliveries, managing stock replenishment, and streamlining warehouse operations to enhance productivity. With expertise in utilizing inventory management systems and implementing best practices, I am committed to driving operational efficiency and ensuring the timely and accurate flow of goods. Actively seeking new opportunities to contribute my skills and knowledge in a dynamic and growth-oriented environment.

WORK EXPERIENCE

STOREKEEPER | FEB 2020 - JUN 2024

LULU CENTRAL WAREHOUSE, JEDDAH, KSA

- Successfully managed and coordinated over 400 monthly deliveries, ensuring timely and accurate fulfillment of orders while maintaining optimal inventory levels.
- Managed a team of 12 staff to oversee efficient inventory control, stock management, and timely dispatch operations in a fast-paced warehouse environment.
- Organized and optimized warehouse storage, ensuring efficient space utilization and easy access to materials.
- Coordinated the receiving, storage, and distribution of products, ensuring accurate documentation of incoming and outgoing goods.
- Conducted regular inventory audits, identifying discrepancies and implementing corrective actions to maintain accuracy.
- Implemented effective stock management practices, reducing waste and improving stock rotation.
- Prepared and packaged goods for shipment, ensuring compliance with quality standards and timely deliveries.
- Ensured compliance with safety protocols, maintaining a safe and organized working environment.

STOREKEEPER AND INVONTORY CONTROLLER | SEP 2018 - DEC 2019

LAYALI BUILDERS AND DEVELOPERS, MALAPPURAM, INDIA

- Efficiently managed inventory, optimizing stock levels to ensure seamless supply chain operations.
- Implemented inventory control systems, ensuring accurate tracking, timely restocking, and efficient order processing.
- Coordinated with procurement and project teams to ensure availability of materials in line with project timelines.
- Conducted regular stock audits and reconciled discrepancies, improving inventory accuracy and minimizing loss.

PERSONAL DETAILS

- Date of Birth : 19/09/1993
- Nationality : Indian
- Gender : Male
- Marital Status : Married
- Passport No : T 1237091

SKILLS

- Inventory Management
- Warehouse Operations
- Stock Replenishment
- Logistics Coordination
- Order Fulfillment
- Delivery Scheduling
- Procurement Coordination
- Data Entry & Record Keeping
- Warehouse Safety Compliance
- Supply Chain Management
- Inventory Audits & Reconciliation
- Equipment & Material Handling

LANGUAGES

- English
- Hindi
- Malayalam

- Streamlined storage processes, improving organization and access to materials for quick retrieval and distribution.
- Utilized advanced inventory software for data tracking and reporting, improving operational efficiency.
- Collaborated with vendors and suppliers to manage deliveries, negotiate terms, and maintain strong supply relationships.
- Developed and maintained detailed records of inventory transactions and reports for management review.environment.

STOREKEEPER & ACCOUNTS EXECUTIVE | SEP 2016 - AUG 2018

CHOLAKKAL BUILDING SOLUTION, MALAPPURAM, KERALA, INDIA

- Managed inventory and warehouse operations, ensuring timely stock updates and accurate record-keeping.
- Processed and tracked purchases, sales, and returns of building materials, maintaining accurate financial records.
- Reconciled accounts, processed invoices, and ensured accurate billing and payment tracking.
- Coordinated with suppliers and vendors for material procurement, delivery schedules, and inventory replenishment.
- Generated financial reports and supported budgeting and forecasting activities for business planning.
- Monitored stock levels, ensuring the availability of critical materials and reducing excess inventory.
- Managed daily cash flow, payments, and receipts, ensuring smooth financial operations.