

# AMIR ALAM KHAN

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HIGHLY SKILLED STOREKEEPER WITH EXPERTISE IN INVENTORY MANAGEMENT, CUSTOMER SERVICE, AND STOCKROOM LAYOUTS. PROVEN TRACK RECORD OF EFFECTIVELY RESOLVING CUSTOMER COMPLAINTS AND MAINTAINING OPTIMAL STOCK LEVELS. COMMITTED TO CONSISTENTLY PROVIDING FRIENDLY AND ENGAGING SERVICE TO A LARGE CUSTOMER BASE ON A DAILY BASIS. EXPERIENCED STORE MANAGER WITH A HIGH LEVEL OF ENERGY AND EXTENSIVE BACKGROUND IN RETAIL SETTINGS. SUCCESSFULLY IMPLEMENTED AND ENFORCED CONSISTENT STANDARDS TO ENSURE STAFF SATISFACTION AND ACHIEVE PERFORMANCE TARGETS. ADEPT AT BUILDING STRONG RELATIONSHIPS AND POSSESSING EXCELLENT ORGANIZATIONAL SKILLS, WITH A FOCUS ON MAXIMIZING TEAM EFFICIENCY. PROFICIENT STORE MANAGER DEDICATED TO HIRING TOP-NOTCH SALES ASSOCIATES AND MAINTAINING SMOOTH, EFFICIENT, AND HIGHLY SUCCESSFUL STORE OPERATIONS. KNOWN FOR PROMOTING STAFF COOPERATION AND PRODUCTIVITY TO SURPASS OBJECTIVES. NATURAL LEADER AND ANALYTICAL PROBLEM-SOLVER WITH A DEMONSTRATED ABILITY IN TEAM BUILDING AND MANAGEMENT.

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## SKILLS

Workplace safety

Recruiting and hiring

Shipment processing

Flexible schedule

Competitor monitoring

Retail merchandise quality standards

Store merchandising

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## WORK HISTORY

### Storekeeper

*Atlas Group*

NOV 2015 - CURRENT

- Stocked storerooms and adjusted minimum and maximum par levels in automated inventory system.
- Improved inventory accuracy by conducting regular stock checks

and maintaining updated records.

Ordered goods from various vendors to maintain store merchandise levels.

Communicated with vendors to discuss order discrepancies, and returned damaged merchandise or incorrect orders.

Filled orders by gathering merchandise specified in requisitions.

Maintained a safe working environment with strict adherence to safety protocols and guidelines.

## STORE KEEPER

*PETRON ENGG & CONST.LTD / India*    MAY 2009 - SEP 2015

- Stocked storerooms and adjusted minimum and maximum par levels in automated inventory system.
- Improved inventory accuracy by conducting regular stock checks and maintaining updated records.
- Ordered goods from various vendors to maintain store merchandise levels.
- Communicated with vendors to discuss order discrepancies, and returned damaged merchandise or incorrect orders.

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## EDUCATION

**B.A: PSYCHOLOGY**

**Master Of Business Administration:  
M.B.A**

*Madhurai Kamraj University India*

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## MOBILENUMBER S

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## LANGUAGES

ENGLISH:

HINDI:

URDU:

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## PERSONAL INFORMATION

- Place of Birth: WEST BENGAL
- Passport Number: K7375699
- Passport Date Of Issue: 01/23/13
- Passport Place Of Issue: KOLKATA
- Passport Expiry Date: 01/22/23
- Father's Name: FAKIR ALAM KHAN
- Date of Birth: 02/16/90
- Nationality: INDIAN
- Marital Status: UNMARRIED
- Religion: ISLAM