



PROFESSIONAL SUMMARY:

Dedicated and detail-oriented Storekeeper with over 10 years of experience in warehouse management, inventory control, and logistics. Proven track record of maintaining accurate inventory records, ensuring efficient workflow, and upholding safety standards. Adept at collaborating with teams to achieve operational excellence and customer satisfaction.

PROFESSIONAL WORK EXPERIENCE:

WAREHOUSE MANAGER (2014 to 2024)

- **PUSTAKA REMAJA SDN BHD**, Brunei Darussalam.
 - Receive, unload, and shelf incoming inventory items.
 - Verify and inspect received goods against purchase orders or invoices.
 - Ensure the proper storage and organization of materials and products in the warehouse.
 - Maintain accurate inventory records through documentation and ERP systems.
 - Prepare and complete orders for delivery or pickup according to schedule (pick, pack, and ship).
 - Perform regular inventory counts and audits to reconcile discrepancies.
 - Assist in the loading and unloading of delivery vehicles as needed.
 - Maintain a clean and safe warehouse environment.
 - Follow health and safety regulations and company policies.
 - Collaborate with other departments to ensure efficient workflow and customer satisfaction

FREELANCING EXPERIENCE (April 2015 to Till Date)

- Administration of Desktop & Laptops in Local & Remote Locations.
- Assists in Spyware, Malware, Virus Removal, Data Backup and Recovery
- First Level Support for Client Specific Applications
- Printer, Scanner & IP Phones Installation and Configuration
- Document issues and solutions in a detailed and organized manner.
- Troubleshoot network connectivity issues and ensure stable network operations.
- Installation CCTV Camera & Configuring DVR & NVR
- Educate clients on best practices for system usage and data security.

IT Support (February 2012 to March 2013)

- **Sky Reach Trading**, Chennai, India.

Responsibilities:

- Administration of Desktops & Laptops in Local and over Remote client Locations.
- Handles problems recognition, research, isolation, resolution, and follow-up for routine user problems.
- Assists in Spyware, Malware and Virus removal, Data backups, and recovery.
- Installation and Maintenance of Routers and ELV Devices
- Printer/ Scanner and IP Phones installation and configuration.
- Electrical Maintenance & Technical Assistance

PROFESSIONAL CERTIFICATES:

- Diploma in Computer Application – DCA
- Master Diploma in System Administration – MDSA
- Master Diploma in Graphics & Animation – MDGA
- Diploma in Cell Phone Service – DCS

EDUCATIONAL QUALIFICATIONS:

- DEET – Diploma in Electrical & Electronics Technology
Directorate Of Technical Education, Tamilnadu, India.

SOFTWARE SKILLS:

- MS Office 365
- ERP – POS Software's
- Canva
- Photoshop

PERSONAL DETAILS:

Date of Birth	:	29 th September 1992
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Passport	:	Z7666475
License	:	International Driving License from Brunei Darussalam
Languages	:	English, Tamil and Malay

DECLARATION:

I hereby certify that all the above statements are true, any false statement or representation in this application shall be ground for rejection.

SYED BASHEER AHAMED