

Muhammad Ayub

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✓ Objective

Efficient and organized Team Member Storekeeper with 6 years of experience in warehouse operations. Adept at problem solving and working with a team to achieve high-performance results. Committed to providing excellent customer service and exceeding expectations.

✓ Experience

- **Party Centre LLC Dubai** 25 January 2019 - 1st August 2024
Team Members & storekeeper
Assist in the maintaining stock at JIT level with a view to minimize stockholding cost through analysis of store inventory report.
 - Develop methods and procedures for handling, storing and rotating stock.
 - Prepare lists of surplus or obsolete materials.
 - Take necessary precautions to protect stock from deterioration or spoilage.
 - Supervise the loading, unloading and dispatching of delivery trucks.
 - Load and unload at the point of pick-up, delivery or distribution when necessary.
 - Pack, unpack, count, weigh and measure materials, supplies and equipment upon receipt.
 - Check materials received against invoices and notes breakage and discrepancies in quantity or quality.
 - Enter and process supplier invoices to the Purchasing system.
 - Pick supplies from shelves to fill requisitions, lifting and carrying supplies when necessary.
 - Operate hand trucks, carts and lifting equipment.
 - Keep storage facilities, loading docks, materials and supplies in a neat and orderly fashion.
 - Assist in the preparation of data for departmental reports, inventory or studies.
 - Keep daily records, file and prepare reports.Expedite any outstanding purchase orders.
 - Recommend modifications of stock levels on the basis of previous consumption and present orders.
 - Make recommendations and suggestions on problems relating to space, delivery, issue and stock control.
 - Keep up-to-date records of receipts, records, and withdrawals from the stockroom.
 - Determined proper storage method.
 - Examined and inspected stock items for wear and defect, reporting any damage to supervisors.
 - Marked stock items using identification tags, stamps, electric marking tools and other labeling Equipment.
- **Kamalia Sugar Mills** 2017 - 2019
Data Entry operator
 - Transfer data from papers into computer files or database systems using keyboard.
 - Create spreadsheet with large number figures without mistakes.
 - Verify data by computing it to source documents.Updating existing data.

✓ Education

- **Punjab group of college** 2016
Intermediate in Commerce
Post graduate

✓ Skills

- Excellent communication skills Enjoys working closely with others Team-oriented personality Dedicated team-member Documentation Packing and Technical.

✓ Interests

- Designing
- Surfing through internet
- Participating in social activities

✓ Activities

- Farming Waching documentaries Watching sports over the weekend

✓ Languages

- English Hindi Urdu Punjabi