



MUHAMMED JAFAR

STORE KEEPER



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mjafar.omr@gmail.com

PERSONAL DETAILS

Date of Birth : 04-06-1995
Nationality : Indian
Sex : Male
Marital Status : Single

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

DRIVING LICENSE

- UAE License (Light Vehicle)
- Indian License

PASSPORT DETAILS

Passport Number : P4085653
Date of Expiry : 19-09-2026

PERSONAL SKILLS

- Good communication, analytical and problem-solving skills
- Ability to work in a team environment
- Trustworthy, responsible, punctual, and hardworking.
- Time conscious and can work under pressure.
- Excellent interpersonal communication skills and friendly attitude
- Quick to learn and adapt

PROFILE

To seek a responsible and challenging position of any Store keeper / inventory within a reputed organization and invest all my professional skills, qualification, valuable experience to the optimum level, to facilitate continued career growth and to produce best results for the organization.

EDUCATIONAL BACKGROUND

- Diploma Civil Engineering
- Auto CAD Civil Drawing
- Auto CAD Electrical Drawing
- Bachelor of Commerce (B.com)
- Higher Secondary
- **COMPUTER LITERACY :**
 - **SOFTWARE : SAP ERP,MS OFFICE,AUTO CAD AND PHOTOSHOP**

WORK HISTORY

Nesto Group, UAE – Storekeeper

2020– Present

- Responsible for the efficient operation of receiving areas, shipping areas, supply storerooms, warehouses, and stock issue stations following applicable supply procedures and verbal instructions.
- Receiving incoming stock items for storage and distribution within the department, Entering SAP transactions and purchase order receipts before the deliveries are accepted.
- Reconcile LPO with invoice in SAP, to ensure the inventory and invoice is accurate. Perform inventory transfer across the store.
- Prepare LPO, Reconcile invoices, delivery notes, and Out bonds.
- Responsible for the verification of SAP processes that ensure shipment accuracy as well as final goods, return notes.
- Perform inventory adjustments (quantity and price variance analysis). Maintained accurate inventory of all items in the stockroom.
- Ordering, stocking, and issuing the supplies. Maintaining the financial records and accounting systems.

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- Performs duties as assigned personal to the receipt, storage, issue, transfer, or shipping of stock.
- Maintaining inventory databases for material in warehouses and store.
- Performing duties associated with handling of hazardous material, perishable, and electronics.
- Provided training and support in inventory management methods and SAP transactions to the new employees.
- Assists the Backend Manager and store buyer with the monthly inventory & preparation categorized list of moving, non-moving, and slow-moving items
- Effectively used computer applications such as SAP, Database software, and Inventory equipment's such as "Portable data terminal (PDT Scanner) Complied with all food safety and security standards of the business.
- Performed and assistant inventory controller in charge with midmonth, monthly, and annual stocktaking

Black Bull Tyres. Dubai, UAE – Office Assistant

2019– 2020

- Handled all payroll activities for employees and ensured posting of checks before end of month.
- Answered incoming calls resolving issues with both customers and billing department.
- Improved customer service rating by training other employees in correct phone handling .
- Converted manual payroll system into digital, and implemented and trained staff on usage.
- Analyzed all company data entry systems and prepared.

Expertise Engineering. Thrissur, Kerala, India As Draftsman and Site Supervisor

- Handling and checking of documents
- Keeping the records of all hard copy and soft copy files.
- Prepare drawings as per Engineers requirements following CAD standard.
- Preparing Architectural Plan Elevation and Section for Villas and Buildings.
- Able to do any type of Drawings as per Engineers Sketches
- Knowledge about Checking and responding emails, document printing

HOBBIES AND INTERESTS

- Cricket
- Badminton
- Traveling
- Photography

DECLARATION

I hereby certify that the information given in my Curriculum Vitae is correct and complete to the best of my knowledge & belief.

Thanking you in advance for an early response with best regards

MUHAMMAD JAFAR