



Asim Nazir

Store Keeper

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Naif Deira UAE

Summary

- Responsible for efficient inventory management, including ordering, receiving, and maintaining accurate records.
- Strong organizational skills to keep storage spaces orderly and accessible.
- Attention to detail is crucial to avoid errors in inventory counts and quality checks.
- Effective communication key for liaising with suppliers, internal teams, and sometimes customers.
- Problem-solving skills essential to identify and resolve discrepancies promptly.
- skill valued to handle changes in demand or product specifications.
- Technical competence in inventory management software and compliance with regulations.
- Collaborative experience with cross-functional teams

Skills

- | | | |
|------------------------|------------------------------|-------------------|
| • Inventory Management | • Organizing and Maintenance | • Quality Control |
| • Stock Rotation | • Documentation | • Security |
| • Stock Reporting | • Problem Resolving | • Stock Caring |
| • Team working | | |

Experience

Store Keeper

Capital Residencia Islamabad, Islamabad, Pakistan

Aug 2013 - 2023

- Conduct Keep track of stock levels, order and receive goods, and ensure accurate record-keeping.
- Arrange products in an organized manner, ensure cleanliness, and maintain a tidy and safe storage space
- Check the quality of incoming and outgoing products to ensure they meet standards and specifications
- Implement FIFO (First In, First Out) or other stock rotation methods to prevent spoilage and ensure older stock is used first
- Maintain accurate records of inventory, deliveries, and shipments. Generate reports as required.
- Implement security measures to prevent theft, damage, or unauthorized access to the inventory.
- Coordinate with suppliers, internal departments, and sometimes customers regarding stock levels, orders, and related matters
- Address any discrepancies, shortages, or damaged goods promptly
- Ensure that storage equipment, such as shelves and pallets, is in good condition and report any issue.
- Experience in analyzing trends and predicting future demand to optimize stock levels and prevent shortages or excess inventory.
- Demonstrated ability to minimize costs through effective inventory control, negotiating with suppliers, and optimizing storage space utilization.
- Experience in training and supervising staff involved in inventory management, ensuring a cohesive and well-functioning team.
- Capability to handle unexpected situations, such as stock shortages or unforeseen demand spikes, through effective contingency planning and quick decision-making.

Education

Hazara University Mansehra (Pakistan)

Bachelor of Arts

Arts

Completed

2017

Trends Setter College of Technical Education & Vocational Training

Diploma

Civil Engineering

Completed

2012

Kamra Academy for Boys High School

Matriculation/O-Level

Science

Completed

2009

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Languages

English

Intermediate

Urdu

Expert

