

# Hamza Shaukat

Inventory Executive / Store Keeper



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Dubai, Al Qouz 3, Latifa Bint Hamdan st

Citadel Properties

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## Professional Experience

### Inventory Executive

Sharaf DG – Dubai Time Square Centre

March 2023 – Present

- Manage inventory levels across multiple locations, ensuring optimal stock availability while minimizing excess inventory.
- Conduct regular audits and reconciliations of inventory data to ensure accuracy and compliance with company policies.
- Collaborate with procurement and sales teams to forecast demand and adjust inventory strategies accordingly.
- Implement inventory management software to streamline tracking and reporting processes, resulting in a 7% reduction in discrepancies.
- Train and mentor junior staff on best practices in inventory management and data entry.
- Analyzed inventory trends and provided actionable insights to senior management for strategic planning.
- Assisted in the development and execution of inventory control policies, reducing stock out situations by 12%.
- Coordinated with logistics partners to optimize shipping and receiving processes, improving turnaround times by 5%.
- Maintained accurate records of inventory levels, usage, and turnover rates using [specific software/tools].

### Store Keeper

Malik Hyper Store, Lahore, Punjab (Pakistan)

August 2015 – January 2023

- Maintain accurate inventory records and perform regular stock audits to ensure compliance with company standards.
- Organize and manage the storage area, ensuring optimal use of space and easy access to inventory.
- Process incoming and outgoing shipments, verifying accuracy and ensuring timely deliveries.
- Collaborate with procurement and sales teams to forecast inventory needs and replenish stock as necessary.
- Train and supervise junior staff on inventory management practices and safety protocols.
- Assisted in receiving, storing, and distributing inventory in a fast-paced warehouse environment.

- Operated warehouse equipment, including forklifts and pallet jacks, in compliance with safety regulations.
- Supported inventory audits by providing necessary documentation and participating in physical counts.

**Key Skills**

- Inventory Management
- Supply Chain Coordination
- Data Analysis and Reporting
- Stock Replenishment Strategies
- ERP Systems (e.g., SAP, Oracle)
- Cost Control and Optimization
- Vendor Relations
- Problem Solving
- Team Leadership

**Technical Skills**

- Advanced Microsoft Excel (pivot tables, VLOOKUP)
- Familiar with SAP-ERP systems and database management

**Professional Affiliations**

- Member, Institute for Supply Management (ISM)
- Member, Association for Supply Chain Management (ASCM)

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**Education**

**High School**

Matriculation BISE Lahore 2017-2019

**Bachelor in Accounting**

Allama Iqbal Open University  
since September 2023

**Language**

- English  80%
- Urdu  100%

**References**

Available upon request.