

IJAZ AHMAD

Storekeeper, Logistics



Contact

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Education

Bachelor Degree (2013)
Islamabad Pakistan

DAE Civil (2013)
Peshawar Pakistan

SSC (2009)
Mardan Pakistan

Skill

- Leadership
- Project Management
- Safety Compliance
- Quality Control
- Team Coordination
- Problem-Solving
- Time Management
- Communication
- Inventory Management
- Regulatory Knowledge
- Organizational Skills
- Basic Accounting

Objective

Dedicated and detail-oriented Construction Storekeeper with extensive experience in inventory management and logistics. Proven track record of efficiently managing stock levels, coordinating with suppliers, and ensuring timely delivery of materials to support construction projects. Strong knowledge of construction materials and safety protocols, combined with excellent organizational and problem-solving skills. Adept at using inventory management software and maintaining accurate records, contributing to streamlined operations and reduced costs. Committed to fostering effective communication within teams to enhance project efficiency and safety.

Experience

September 2023 (Current)

Storekeeper • Construction and Building Engineering LLC

- **Inventory Management:** Oversee the receipt, storage, and distribution of construction materials and supplies.
- **Stock Control:** Maintain accurate inventory records, monitor stock levels, and manage reordering to prevent shortages or excess.
- **Supplier Coordination:** Liaise with suppliers to order materials, track deliveries, and handle any issues with shipments.
- **Quality Assurance:** Inspect materials upon delivery to ensure they meet quality and quantity requirements.
- **Storage Organization:** Organize and maintain the cleanliness of the storage area, ensuring materials are stored safely and efficiently.
- **Record Keeping:** Document all inventory transactions, including receipts, issues, and returns, and generate regular inventory reports.
- **Budget Assistance:** Track material costs and assist with budget management by providing data on expenditure and inventory usage.

Jan 2015 – Feb 2017

Computer Operator • The Leader Computer Academy Pakistan

- **System Monitoring:** Oversee the operation of computer systems and networks to ensure they are running efficiently and without interruptions.
- **Data Entry:** Input and manage data in various systems, databases, or software applications with accuracy and attention to detail.

- Physical Stamina
- Knowledge of Construction Materials
- Technical Proficiency
- Transportation Coordination
- Supply Chain Management

Language

- English
- Urdu
- Hindi

Certificates

- MS Office
- AutoCAD

June 2019 – August 2022

Site Supervisor • *MS Naeem Qureshi and Brothers Govt. Contractor*

- **Project Oversight:** Manage day-to-day operations on the construction site, ensuring that work progresses according to plans, specifications, and schedules.
- **Team Management:** Supervise and coordinate the work of construction crews, subcontractors, and other personnel to maintain productivity and quality standards.
- **Safety Compliance:** Enforce safety regulations and protocols to ensure a safe working environment, including conducting safety briefings and inspections.
- **Quality Control:** Monitor work to ensure it meets the required quality standards and specifications, addressing any issues or deviations promptly.
- **Material Management:** Oversee the delivery, storage, and usage of materials and equipment, ensuring that they are used efficiently and effectively.
- **Problem Solving:** Address and resolve any issues or conflicts that arise on-site, including unforeseen problems or delays.
- **Documentation:** Maintain accurate records of site activities, including daily logs, progress reports, and any changes to project plans.
- **Communication:** Serve as the primary point of contact between the construction team, project managers, and other stakeholders, providing updates and addressing concerns.

Communication

Exceptional verbal and written communication skills, with a strong ability to articulate project details, collaborate with team members, and interface with clients and stakeholders. Proven track record of resolving conflicts, providing clear instructions, and delivering impactful presentations to drive project success and enhance team performance.

Leadership

Demonstrated ability to inspire, guide, and manage teams towards achieving project goals and organizational objectives. Proven track record of fostering a collaborative work environment, making strategic decisions, and driving performance improvements. Adept at mentoring and developing team members, resolving conflicts, and leading projects.