

# ILYAS HAMEED

Abu Dhabi (UAE)

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Two (2) years UAE Experience as Store Keeper or Inventory Clerk.

## Summary

I have Two Years, Experience in UAE. Managing inventory levels and conducted regular audits to ensure accuracy and minimize discrepancies. Collaborated with cross-functional teams to develop and implement inventory control procedures. Assisted in the coordination of shipping and receiving activities, including tracking and resolving any issues.

## Education

BSc. COMPUTER SCIENCE

2017 TO 2019

Bahauddin Zakariya University, (BZU Multan Pakistan)

I.C.S. (COMPUTER & MATHEMATIC&PHYSICS)

2015 TO 2017

Punjab group of colleges (BUREWALA)

(MULTAN BOARD)

## Technical skills

### Skill

Odoo soft ware (Enterprise Edition)

### Experience

1 year

### last use

currently using

Forza Retail

1 Year

currently using

Advance Excel

3 year

currently using

MSOffice

5 year

currently using

## Professional Skills

- Maintaining proper up-to-date Inventory book records;
- Managing the inventory Stock in **Forza Retail & Odoo Software**;
- Preparing orders Quotations & Local Purchases Orders (LPO) ;
- Preparing Credit Notes Expire Items or Damage goods ;
- Monitoring and interpreting Inventory flows;
- Preparation of daily and monthly reports & Verifying Inventory reports;
- track of the goods and supplies in a store or warehouse;
- Prepare Organizing Staff work Schedules;
- Update inventory date in test web applications, mobiles apps;
- Excellent Analytical skills Analysis and Problem solving;
- Have a good command about accounting software like Forza Retail & Odoo;
- Excellent communication, presentation and interpersonal skills;
- Quick learner easily able to adapt after working in different corporate culture;

## WORK EXPERIENCE

### 1. Inventory Clerk

**BULK GENERAL TRADING LLC (BULK Whole Sales Super Market)**

March 2024 to Till

#### Roles and Responsibilities.

- Received inventory data and update in Odoo & Forza Retail software.
- Update inventory date in test web applications, mobiles apps,
- Networking for customer clients application,
- Monitoring inventory Stock and updated in online.
- Handle the recording and maintaining of inventory, advising the imports received and item exported.
- Manages orders to facilitate sales or production.
- Preparing orders Quotations & Local Purchases Orders (LPO).

## 2. *Store keeper*

**CONSTRUCTION & BUILDING ENGINEERING.**

**(March 2023 to February 2024)**

### **. Roles and Responsibilities.**

- ◆ *Organizing Staff work Schedules.*
- ◆ *Overseeing the general operations of warehouse and its Staff.*
- ◆ *Dispense material to warehouse customers/other associates.*
- ◆ *To ensure a smooth issue of materials to the issue department.*
- ◆ *To ensure accurate accounting of the materials receiver and issued.*
- ◆ *Checks inventory records for accuracy.*
- ◆ *Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.*
- ◆ *To stock the materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.*
- ◆ *Supervise other staff members and keep a record of sales; Receive, upload and shelf all supplies.*

### **Language:**

- ◆ *English*
- ◆ *Arabic*
- ◆ *Urdu*
- ◆ *Hindi*
- ◆ *Punjabi*

### **PERSONAL INFORMATION:**

- ◆ *Father Name:* **Abdul Hameed**
- ◆ *Date of Birth:* **01-07-1998**
- ◆ *Marital Status:* **Single**
- ◆ *Religion:* **Islam**
- ◆ *Passport#:* **DY6273151 ( Pakistani)**
- ◆ *Visa Status:* **Employee Visa Transferable (Join Immediately)**