

MANSOORALI

Receiving In-Charge

+91 9961336750 | ppmansoorali6@gmail.com | Malappuram, Kerala, India

PROFESSIONAL SUMMARY

Detail-oriented professional with over 6 years of experience in receiving, warehouse management, storekeeping, inventory control, logistics, data entry, and office assistance. With 3 years of experience in the GCC region as a Receiving In-Charge, I specialize in quality and quantity checking, record-keeping, and ensuring compliance with safety and operational procedures. Proficient in SAP, ERP systems, Microsoft Excel for data analysis, and inventory management tools. Strong communication, problem-solving, and negotiation skills with a focus on enhancing operational efficiency in fast-paced environments.

EDUCATION

AAPC-CPC | Arown Academy, 2021

BA Economics | Calicut University, 2018

PROFESSIONAL EXPERIENCE

Receiving In-Charge

Grand Mall, Doha, Qatar (2022 – 2025)

- Oversee deliveries, ensuring proper inspection and storage.
- Maintain compliance with safety and operational procedures.
- Resolve discrepancies and keep accurate records.

Receiver & Data Entry

Family Home Center, Malappuram, India (2019 – 2021)

- Managed inventory with WMS, improving accuracy.
- Audited stock levels and maintained documentation.

Data Entry

Spencer, Palakkad, India (2017 – 2019)

- Performed audits and ensured data integrity.
- Managed multiple tasks and met deadlines in a fast-paced environment.

KEY SKILLS

- Warehouse & Inventory Management
- Data Entry & Record Keeping
- SAP & ERP Systems
- Quality Control & Compliance
- Logistics Coordination
- Microsoft Excel (Data Analysis)
- Strong Communication

LANGUAGES

- English, Arabic, Hindi, Malayalam, Tamil

REFERENCES

Salam | Managing Director, Family Home Center

+91 9946678840 | salampalakkal@gmail.com

Junaid | HR, Grand Corporate Office

+974 70683156 | junaidk@grandhyper.com