





MOHAMED TOUSIF


STOREKEEPER


CONTACT

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 Urdu, English(C2), Hindi(C2), Arabic

EDUCATION

- Bachelor of Science
From Kuvempu University, India
In July 2018 – March 2021
EQF Level 6

SKILLS

- Inventory Management & Control
- Warehouse Management Systems (WMS)
- Team Supervision & Coordination
- Stock Auditing & FIFO Methodology
- Data Entry & Report Generation
- Microsoft Excel & Automation
- Customer Relationship Management (CRM)
- Sales & Negotiation

PROFILE

Flexible and experienced storekeeper with strong time management and communication skills. Demonstrated expertise in inventory management, stock control, and team supervision, ensuring smooth warehouse operations and accurate record-keeping. Skilled in problem-solving, handling stock audits, and maintaining optimal storage conditions. Proficient in using Warehouse Management Systems (WMS) and Microsoft tools to streamline processes and increase productivity. Possesses sales experience with a proven ability to establish new business, negotiate contracts, and meet targets. Enthusiastic about learning new skills and taking on challenges in dynamic environments to drive operational efficiency and business success.

WORK EXPERIENCE

United Warehousing and Distribution Services (Bidfood)

– Starbucks Project, Riyadh, Saudi Arabia

August 2023 – August 2024

ROLE : Storekeeper

- Managed receipt, inspection, and verification of incoming goods, ensuring alignment with invoices and shipment advisories.
- Recorded and maintained inventory data using Warehouse Management System (WMS), adhering to FIFO principles for stock arrangement.
- Conducted periodic inventory audits with a 95% accuracy rate, maintaining optimal stock levels and storage conditions.
- Supervised daily store operations and team activities, ensuring compliance with temperature control standards for frozen, chilled, and dry stock.
- Coordinated stock dispatch processes, ensuring complete documentation and traceability for outgoing orders.

United Warehousing and Distribution Services (Bidfood)

– Starbucks Project, Riyadh, Saudi Arabia

March 2023 – July 2023

ROLE : Data Entry Clerk

- Managed inventory data entry, order preparation, and invoice generation using WMS and Microsoft Excel.
- Developed automated tracking sheets to streamline overtime records for labor, drivers, and office staff.
- Increased productivity through improved data management and workflow processes.
- Coordinated with teams to resolve operational issues and ensure seamless collaboration.
- Addressed and resolved complaints, ensuring accuracy and proper traceability.

Shriram Transport Finance Company

Chickmagalur, India

February 2022 – March 2023

ROLE : Sales Executive

- Engaged with clients through virtual and in-person meetings to present and promote products.
- Developed new business opportunities and negotiated contracts to close deals.
- Consistently met or exceeded monthly sales targets and objectives.
- Monitored, analyzed, and reviewed sales performance to identify improvement areas.
- Maintained detailed and accurate records of sales activities and client interactions.