



# MOHAMED JAVEETH

## Storekeeper

Dedicated and detail-oriented Storekeeper with four years of proven experience in managing inventory, overseeing warehouse operations, and ensuring efficient stock management. Seeking a challenging position to contribute my skills in inventory control, procurement, and logistics to a dynamic organization.

## Contact

### Phone

+971 527538050

### Email

mohamedjaveeth21@gmail.com

### Address

Dubai, UAE

## Education

### Diploma in Electrical and Electronics

Engineering (2017 - 2019)

Sri Venkatachalapathy Polytechnic

College, Tamil Nadu

## Expertise

- Inventory Management
- Procurement
- Stock Rotation
- Vendor Management
- Record Keeping
- Warehouse Operations Safety and
- Compliance Microsoft Office Suite
- Inventory Management Software

## Language

English

Tamil

Hindi

Malayalam

## Interest

Reading

Travel

Sports

## Experience

### Fibrex Construction Group, Abu Dhabi, UAE

08/2022 - Present

#### Storekeeper

- Oversee the day-to-day operations of the store, ensuring accurate inventory levels and proper stock rotation.
- Responsible for receiving, inspecting, and storing incoming materials and products.
- Implement efficient inventory control systems, reducing discrepancies and minimizing stockouts.
- Collaborate with vendors to negotiate pricing and maintain positive relationships.
- Conduct regular stock audits to identify and address discrepancies, resulting in a 15% reduction in inventory loss.
- Coordinate with various departments to fulfill stock requests and maintain optimal stock levels.
- Processed incoming and outgoing shipments, ensuring accuracy and completeness.
- Prepared shipping documentation and coordinated with logistics partners for timely deliveries.

### Aster Hospital, Al-Qusais, Dubai

07/2020 - 08/2022

#### Office Assistant

- Provided administrative support to a team of doctors, ensuring smooth office operations.
- Scheduled appointments, meetings, and travel arrangements for executives and staff.
- Prepared and edited correspondence, reports, and presentations using MS Office Suite.
- Managed office supplies inventory and maintained office equipment.
- Handled insurance verification and billing processes with accuracy and attention to detail.

## Skills

**Technical Skills:** MS Office, Documentation

**Soft Skills:** Communication, Organizational and Time Management, Multitasking, Team Collaboration

## Certificates

- Microsoft Office Specialist
- Certified Professional in Inventory Management