

# Mona Ahmed Elsheikh Awadallah

## Storekeeper

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### Professional Summary

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Detail-oriented and organized professional with years of experience in inventory management and warehouse operations. Skilled in receiving, storing, and issuing materials while maintaining accurate records. Seeking to leverage expertise in storekeeping to contribute to the efficient operation of a warehouse or storeroom.

### EXPERIENCE

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#### Storekeeper | 2005 - 2023

United Nations World Food Programme

##### Main activities and responsibilities:

- Receive and inspect incoming materials and supplies, verifying quantities and quality against purchase orders and shipping documents.
- Store materials in designated locations, ensuring proper storage conditions and adherence to inventory management protocols.
- Issue materials and supplies to authorized personnel based on requisitions and maintain accurate records of transactions using inventory management software.
- Monitor inventory levels and reorder supplies as needed to prevent stockouts and ensure adequate stock levels.
- Conduct regular physical inventory counts and reconcile discrepancies between physical counts and inventory records.

### EDUCATION

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- **Bachelor's degree in Forestry | 2000 - 2004**  
Sudan university for science and technology, Sudan.

### SKILLS

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- Proficiency in inventory management software (e.g., SAP, WMS)
- Knowledge of warehouse operations and inventory control principles
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Ability to lift and move heavy objects safely
- Effective communication and interpersonal skills
- Problem-solving and decision-making abilities
- Adaptability and willingness to learn

### LANGUAGES

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- Arabic: Native
- English: good