



MOHAMMED MUJEEB H M

STORE KEEPER

To seek a responsible and challenging position within a reputed organization in the field of Store Keeper and to invest all my professional skills, qualifications and experience at the best level to facilitate career growth and produce better results for the organization.

WORK EXPERIENCE

04/2019 - Present

STORE KEEPER

NESTO GROUP OF COMPANIES, UAE
(WESTERN INTERNATIONAL GROUP) UAE

Key responsibilities:

- Responsible for the efficient operation of receiving areas, shipping areas, supply storerooms, warehouse, and stock issue stations following applicable supply procedures and verbal instructions.
- Receiving incoming stock items for storage and distribution within the department, entering SAP transactions and purchase order receipt before the deliveries are accepted.
- Reconcile LPO with invoice against SAP, to ensure the inventory and invoice is accurate perform inventory transfers across the stores.
- Monitored in-transit shipments and back-order inventory.
- Perform inventory adjustments (quantity and price variance analysis) Maintained accurate inventory of all items in the stockroom.
- Kept up-to-date records of receipts, records, and withdrawals from the stockroom.
- Provided training and support in inventory management methods and SAP transactions to the new employees. Assists the Backend Manager and store buyer with the monthly inventory & preparation of non-moving and slow-moving item list.
- Effectively used computer applications such as SAP. Database software, and Inventory equipment's such as 'Portable data terminal (PDT Scanner)
- Trained new staff on store procedures and policies, developing knowledgeable, confident teams.
- Performed and assistant inventory controller in charge with midmonth, monthly and annual stocktaking
- Effectively communicated with co-workers, vendors, and stores regarding the product.

EDUCATION

2014-2017

Bachelor of Commerce (BCom)
Kannur University, Kerala

2017

PDCFA-Professional Diploma in Computerized Financial Accounting
Rutronix - Kerala Government

2014

Higher Secondary in Commerce
Government HSS Uppala, Kerala

2012

Secondary School
Government HSS Mangalpady, Kerala

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Al Nahda, Sharjah, UAE

07/03/1997

TECHNICAL SKILLS

- IT SKILLS - Operating Systems:** Windows (All versions) **Packages:** MS Office (Microsoft Word, Outlook, Excel and PowerPoint)
- Good knowledge about SAP ERP
- Tally Accounting-ERP 9.0, ERP 7.2, Microsoft Project Management, Peachtree
- Experience in Cash Handling, Bookkeeping, Data Entry,
- Data mining and analysis

PERSONAL SKILLS

- Ready To Accept Challenges
- Effective Planning and Teamwork
- Able To Work Under Pressure
- Computerized Stock Control
- Enthusiastic
- Product Knowledge
- Team Player and Leadership
- Fast learning
- Time Management

LANGUAGES

- ENGLISH**
Full Professional Proficiency
- HINDI**
Full Professional Proficiency
- ARABIC**
Intermediate
- MALAYALAM**
Native or Bilingual Proficiency

ACHIEVEMENTS

Nesto Best Performer Award 2022-2023
Nesto Best Performer Award 2019-2021