

CONTACT

Mutwakil Ibrahim Elsiddig

📍 UAE

☎ +971569896317

@ mut.ibr12@hotmail.com

OBJECTIVE

Experienced and detail-oriented Storekeeper with a proven track record in controlling and managing the receipt, storage, issue, dispatch, and safe custody of equipment, spare parts, and consumable items within the oil and gas industry. Dedicated to ensuring compliance with purchase orders, maintaining accurate records, and optimizing store operations.

EXPERIENCE

Sep 2012 - Present

- **Storekeeper**
Khartoum Petrochemical Company
 - Controlled and participated in the receipt, storage, issue, dispatch, and safe custody of equipment, spare parts, and consumable items stored in the store.
 - Ensured that materials were received in accordance with purchase orders, raising reports of short landed or damaged materials as necessary.
 - Processed materials receipts, including physical checking, issue, returns, transfer, system data input, and updating of all store records and files.
 - Implemented inventory control procedures to minimize discrepancies and loss, conducting regular audits and reconciliations.
 - Collaborated with procurement team to forecast demand and ensure timely procurement of necessary supplies.
 - Utilized inventory management software to track stock levels, monitor reorder points, and generate reports for management review.
 - Maintained cleanliness and organization of warehouse and storage areas to ensure a safe working environment.
 - Received, unpacked, and inspected incoming shipments, accurately recording received items and quantities.
 - Prepared outgoing shipments, selecting appropriate packaging and labeling materials for safe transport.
 - Loaded and unloaded trucks using forklifts and pallet jacks, adhering to safety protocols at all times.
 - Assisted in inventory counts and reconciliations, identifying discrepancies and taking corrective actions as needed.

EDUCATION

Oct 2012

- **Bsc. Computer & IT**
Open university of sudan

SKILLS

- Strong attention to detail and accuracy.
- Exceptional customer service skills are vital.
- Excellent organizational and time management skills.
- Ability to work independently and as part of a team.
- Forklift operation and warehouse equipment proficiency.
- Knowledge of safety regulations and procedures in the oil and gas industry.
- Good time management ensures you handle support requests efficiently and meet deadlines.
- Attention to Detail: Physically checking and verifying received materials against purchase order documents requires a keen eye for detail to identify any discrepancies and ensure accuracy in inventory management.
- Communication: Reporting on discrepancies, unavailability of materials, and other issues requires effective communication skills to convey information accurately to

- relevant stakeholders.
- Data Entry and Management: Entering materials transactions data into the ERP system and identifying discrepancies between physical materials and computerized data necessitates strong data entry and management skills.
 - Problem-Solving: Identifying missing balances for transfer or replenishment and making appropriate recommendations for fast-moving or obsolete items demonstrate the ability to analyze situations and propose solutions.
 - Organization and Time Management: Conducting periodic stock checks, maintaining materials according to policies and procedures, and preparing periodic reports require strong organizational and time management skills to ensure efficient store operations

LANGUAGES

- Arabic (Native)
- English (Advanced)