

## Omar Ibrahim AlOmari

**Warehouse Manager | Purchase Officer Assistance | Fixed Assets Officer & Maintenance Officer**

📍 Rawdhat Abu Dhabi, UAE

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## Professional Profile

Omar AL Omari has well experience in Inventory Controlling, Stock Statement Group and Item Wise, Monthly Purchase report with value, Consumption Report, MTN IN- MTN OUT, Returnable & Non-returnable Goods report on monthly and yearly basis. Raise indent for purchase order, DO & Invoice checking as per purchase order, checking of received quantity, Rate, amount, Grand Total & Material rejection etc. Good Coordination with sub-contractor & suppliers regarding payment & material delivery on time.

## Key Professional Skill Set

- Working as an integral member of cohesive and target driven teams and delivering high quality outcomes as part of an environment of operational excellence
- Nurturing and maintaining robust and resilient, long term stakeholder relationships as a foundation for successful growth
- Good working knowledge of all standard office IT operating systems and applications, including Word, Excel and PowerPoint as well as specialist software platforms.
- Strong commercial judgment and operational acumen, coupled with advanced analytical and insight skills
- Excellent problem-solving capabilities, adopting solutions based and logical approach to resolving even the most complex project related issues
- Fluent in Arabic, with an excellent working knowledge of English

## Education & Professional Courses

- B.Sc. in Accountancy | Jarash Private University | December 2005
- Professional Financial Accountant (PFA) | Basmalah for Training and Development.
- International Computer Driving License (ICDL) | Basmalah for Training and Development.
- Similar With Microsoft Dynamics AX.
- Similar With Microsoft 365 ERP (Inventory Management).

## Career Summary

### From March 2023 – August 2024

**Company Name:** Abu Dhabi Chamber

**Position:** Warehouses Manager, Fixed Assets Officer & Maintenance Officer

**Key Involvement:** 1. Manager of the warehouses.

2. Member of the Inspection and Valuation Committee, which is responsible for inspecting, evaluating and valuing assets and recommending their sale, destruction or donation.
3. Member of the fixed assets inventory committee.
4. Member of the committee responsible for rehabilitating the building to save the energy consumption.
5. Member of Building Revamp Committee
6. Member of Building Maintenance Committee

**Responsibilities of the Warehouses Manager:**

- Receiving and examining according to purchase orders and invoices.
- Inventory classification and coding.
- Keeping items in warehouses and arranging them.
- Providing security and safety means in warehouses.
- Dispensing various materials and supplies.
- Store accounts and recording receipt and disbursement operations, which show the movement of inventory and its balances in the relevant records.
- Inventory control (following the movement of various items - incoming/outgoing/balance, planning inventory levels, minimum or safety stock, reorder point, and maximum.
- Inventory inventory (This task is related to verifying that the actual assets in the stores match their book balances and detecting any shortages regarding the stored items.

**Responsibilities of the Assets Officer:**

- The primary responsibilities of the fixed asset tracking Officer are to ensure the proper tracking of the facility's fixed assets, in accordance with the policies and procedures approved by the facility.
- Ensuring the correct implementation of fixed asset tracking procedures.
- Ensure an updated record of fixed assets on a continuous basis.
- Asset coding (placing identification labels on assets purchased by all departments/sections and linking these assets to the relevant purchase orders and invoices).
- Follow-up on the transfer of assets between departments.
- Conduct partial and annual inventory operations.
- Follow up on assets prepared for exclusion.
- Review and update the asset's status and status data.
- Preparing relevant reports.
- Searching for missing assets and locating them.
- Track all fixed assets belonging to the facility in their locations.
- Maintaining the accuracy of data in the facility's asset tracking system.
- Collecting data on the assets site via mobile devices linked to the central database of the asset tracking system.

**Responsibilities of the Maintenance Officer:**

- Oversee and ensure the timely completion of maintenance requests from departments and branches through the execution of daily maintenance orders.
- Coordinate and fulfill furnishing requests from the main store for various departments and

branches.

- Follow up on maintenance services on sites, signing off on completed tasks to guarantee the quality and completion of required maintenance services.
- Conduct weekly visits to ensure regular maintenance for departments and branches and address urgent maintenance needs promptly.
- Arrange and participate in evacuation center training for customs personnel.
- Perform any assigned duties from the direct manager accurately and within the specified time, to ensure the completion of the assigned tasks to the fullest extent.
- Participate in the annual strategic plan for maintenance and new projects.
- Follow up with the services and facilities management company.

#### **From May 2018 – September 2021**

**Company Name:** Teejan Trading & Contracting Group  
**Position:** Warehouse Manager, Site Logistics & Accountant  
**Projects:** 3B+Gr.+10 TYP. Floors (3 no. Buildings)  
**Location:** Al Raha Beach Khalifa City A

#### **From Dec 2017 – April 2018**

**Company Name:** Teejan Trading & Contracting Group  
**Position:** Warehouse Manager, Site Logistics & Accountant  
**Projects:** Burjeel Medical City  
**Location:** Mohammed Bin Zaid City

#### **From July 2012 – November 2017**

**Company Name:** Fibrex Industrial & Construction Group  
**Position:** Warehouse Manager and Site Logistic Coordinator  
**Projects:** ADISC-RLCC, PPM-002 Luxury Villas - International Shooting Club  
**Location:** Khalifa City A

#### **From April 2007– June 2012**

**Company Name:** Fibrex Industrial & Construction Group  
**Position:** Warehouse Manager and Site Logistic Coordinator  
**Projects:** Al-Reef Project MN-001  
**Location:** Al-Reef Area

#### **Responsibilities of the Warehouse Manager:**

- Maintain Material Re-order level minimum & maximum.
- Receiving of all types of Materials & Verify as per D.C/ Invoice.
- Checking of DC/ Invoice as per purchase order.
- Verifying invoice rates, quantity & quality of material as per purchase order.

- Preparing the goods receipt notes (GRN) for all received material & forward to account dept.
- Maintain the inward register for all types of received material.
- Stock receiving & issue statement for all types of Materials.
- Preparing Stock Statement & verifying the materials statement on monthly basis.
- Maintain all documents record & filing as per document nature.
- Verify the Daily Monthly Reports for Major Items.
- Maintain fixed asset & movable equipment statement.
- Contactors Manpower report & tools issue/received on daily returnable basis.
- Preparing the Purchase Requisition, Goods Receipt note (GRN), Material issue note,
- Material Transfer In & out (Returnable/Non-Returnable) in focus IIMS & Excel Sheet
- Good co-ordination with all departments.

#### **Responsibilities of the Purchasing Officer Assistance:**

- Conducting research to ascertain the best products and suppliers in terms of best value.
- Liaising between suppliers, manufacturers, relevant internal departments and customers.
- Ensure that the best prices are obtained from suppliers/vendors for Tools/Materials based on the required standards and in accordance with the Operating Budget.
- Conduct regular supplier and market reviews to ensure best products and prices
- Conduct negotiations with suppliers to ensure the best product and prices are obtained in accordance with the required standards.
- Prepare reports and Purchasing Orders Schedule at each month-end and at other times as required to update Project Cost.
- Producing reports, purchasing order and statistics using computer software.
- Process purchase requisitions / orders within purchasing authority and making recommendations on the base of technical factors.
- Prepare and maintain purchasing records, reports and price lists.
- Comply with and maintain knowledge of applicable rules, legislation, standards, and best practices.
- Develop and maintain constructive and cooperative working relationships with colleagues and management.

**References are available on request.**