

PROFESSIONAL EXPERIENCE

Naffco, Storekeeper

2023 – present | Fzco Jabel ali, Dubai

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.

Alzain farm Oman, Storekeeper

2020 – 2022 | Muscat, Oman

- Take delivery of all incoming materials and reconcile with purchase orders
- Track, document, and resolve any discrepancies on received orders
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts,
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- Responsible for packing, pricing, labeling, and returning supplies
- Responsible for stock rotation and coordinate the disposal of surpluses
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally

Kissan foods pvt Ltd, Storekeeper

2015 – 2019 | Parbhani, India

Responsible for packing, pricing, labeling, and returning supplies

Responsible for stock rotation and coordinate the disposal of surpluses

Manage supplier relations and database as well as maintain high ethical relationships both internally and externally

SKILLS

Stocking Labelling Documentation Purchase
Orders Customer Service Packing Technical
Communication Skills Invoicing Inventory
Management MS Office English Speaking

Imran Ahmed Khan

Storekeeper



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EDUCATION

BSL (bachelor of social legislation), Swami Ramanand teerth Marathwada University Nanded

2003 – 2008 | Nanded, India

Higher Secondary Certificate, Dr. Zakir Hussain Junior college parbhani

2000 – 2002 | Parbhani, India

Secondary school certificate

1999 – 2001 | Parbhani, India

Excel PowerPoint

LANGUAGES

English Hindi Urdu