

## CONTACT

### Rifayudeen

📍 UAE

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## OBJECTIVE

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Highly organized store keeper with 8 years of experience in managing inventory effectively and ensuring smooth operation. proficient in overseeing stock levels and implementing efficient ordering system.

## SKILLS

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- Inventory data
- Warehouse operations
- Purchaser
- Stocker
- Visual merchandiser
- Store management
- Stock control
- Time management
- Excellent communication
- Interpersonal skills
- Team work
- Computer skills

## TECHNICAL SKILLS

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- Familiar knowledge of MS-Office packages (MS-Word, Excel, PowerPoint and outlook)
- Inventory data S/W: PeachTree(V2.0) Sage50
- Maximo

## DRIVING LICENCE

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- UAE Driving licence

## EXPERIENCE

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Sep 2018 - Present

- **Storekeeper**  
Emirates center for strategic studies and research  
Abudhabi, UAE
  - Performed work that involves receiving, packing, labeling, delivering and maintaining a perpetual inventory forms and several types of equipments.
  - Oversaw handled the warehouse operations.
  - Stocked books and arranged them in the appropriate manner.
  - Recieved, merchandiser and arranged all book items for visual display .
  - Monitored and merchandised on shelves and in storage using inventory control system.
  - Motivated for maintained store to ensure smooth functions.
  - Sorted, delivered and retrieved mail.
  - Coordinated receiving and counting stock items.
  - Maintained all receipts and stationery items .

July 2017 - Aug  
2018

- **Storekeeper**  
Al Rumaithy Establishment  
Abudhabi, UAE
  - Ensured parts are stored by location correctly and safely based on weight, dimension or category.
  - Updated the computer system to reflect the status of parts received and issued.

- Checked the incoming paperwork against the purchase order to ensure the correct part has been supplied.
- Arranged for packing materials and preparation of pick slips.
- Controlled the part a unique 'batch' number so there are a paperwork trail when that parts are fitted to the aircraft.
- Maintained a register of parts which had a shelf life and removed those that had reached the limit.
- Guided unserviceable parts from the maintenance engineer.
- Disunserviceable parts for repair or scrapping them if they are no repairable items.
- Supervised a stock of consumable items such as clothes, cleaning fluids etc..

Feb 2015 - June  
2017

- **Storekeeper**

Al Sayegh group of company  
Abudhabi, UAE

- Managed spare parts store organization and space utilization.
- Received the copies of purchase orders for equipment, spare parts and consumables prior to arrival of material.
- Required for storage space and facilities such as shelves, boxes, bins, timber pallets, container, etc.,
- Supervised the special packing and stacking of materials for transit and arranges for movement and, where necessary, onward transportation.
- Ensured that "FIFO" principle was followed in all materials issued activities.
- Allocated details when need about spare parts numbers based on experience or catalogue.
- Handled dangerous, Inflammable or toxic materials, that the strictest safety standards are compiled with by Company and contractor's employees Checks that storage.
- Participated in continuous stock check activities, making Item number changes by physically moved items from one bin to other.
- In charge of proper inventory system and all parts received are reflected immediately on to the stock.
- Provided information of any excess, lose and damaged items.

## EDUCATION

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- **Bharathidasan University**

Bachelor of computer science (B.SC)

## LANGUAGES

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- English
- Hindi
- Tamil
- Malayalam

## PERSONAL DETAILS

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- Date of Birth : 1/11/1990
- Marital Status : Married
- Nationality : Indian
- Passport : V2899639
- Gender : Male
- Visa Type : Cancelled visa
- Notice period : Immediately join