

## CONTACT



### Rifayudeen

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## OBJECTIVE

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

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

## TECHNICAL SKILLS

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

## EXPERIENCE

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.

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..

Feb2015 - 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, loss and damaged items.

## EDUCATION

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2009-2012

- **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
- Gender : Male
- Driving Licence : UAE
- Passport No : V2899639
- Visa status : Employment (Transferable)
- Mobilization : Immediate