

## SHABBIR AHMAD

AL KHAWANEEJ 2, DUBAI

Cell # ▪ 050 268 4263 ▪ shabirgujar@gmail.com

### ▪ Applied For: Store Keeper



### Objectives:

To be able to contribute my knowledge and skills in my chosen field of work, by working a great sense of responsibility, dedication and hard-work, such that whatever expertise, training or skills I gain will be used for the development and share in the further growth of the company/institution.

### U.A.E Experience:

**Store Incharge** ▪ Oct, 2019 to Till now

**Concord Stars Contracting LLC, U.A.E.**

- ❖ Maintain receipts, records, and withdrawals of the stockroom
- ❖ Receive, unload, and shelf supplies
- ❖ Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- ❖ Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- ❖ Ensure that the store is kept clean and organized.
- ❖ Operates simple office equipment & machines (which may in some cases include , automotive equipment, and may operate a forklift or other light equipment used in moving heavy items)
- ❖ Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

**Store Keeper** ▪ May, 2015 to Sep, 2019

**Global Concord General Contracting LLC, U.A.E.**

- ❖ Lead the team for effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
- ❖ To follow-up overall inventory management.
- ❖ Taking physical inventory once a month to cross check with the monthly inventory report.
- ❖ Materials receiving and prepared MRR Bin card, SIV issue & reporting of stock. Ensure development and management of materials planning functions, Create item specific forecasts over a lead-time to be used for effective and efficient inventory management
- ❖ Forward required documentation to corporate or unit purchase depending on the nature of item to be procured
- ❖ To ensure recording of the necessary data in ledger and computer software on time.
- ❖ Hired equipment report and hires scaffolding report.
- ❖ Performs related and peripheral site-specific duties as required.

## **Pakistan Experience:**

**Store In-Charge** ▪ 2010 to 2015  
**Al Ghani Construction, Pakistan.**

- ❖ Prepare material requisition and take approval by project manager /construction manager.
- ❖ Request to purchase Department to follow up LPO (Local purchase Order) after approval.
- ❖ Responsible in receiving & checking of company material deliveries, duties to check the quantity & quality of items received, as per purchase order description and specification required.
- ❖ Co-ordinate with site management & Head office management.
- ❖ Prepare the (GRN), (GIV) and (STV) in software's.
- ❖ Purchase of materials through petty cash for site emergency purpose.
- ❖ File maintenance for all outgoing/incoming materials.
- ❖ Set up of new Warehouse and assign location for the items as the item categories and the volume. Establish racks and bins for easy traceability of items and maintain same.

## **IT Skills:**

- ❖ Knowledge in the operations of MS Word, MS Excel, MS PowerPoint & MS Outlook
- ❖ Excellent CCS (Construction Computer Software) and INFOS ERP software.
- ❖ Knowledgeable in flow of Sales and Inventory Process

## **Education**

- ❖ Intermediate (12<sup>th</sup> Grade)  
Punjab College of Commerce (Pakistan)  
Year Intermediate: 2008
- ❖ Tenth Standard (Tenth Grade)  
Government High School (Pakistan)  
Year Schooling: 2006

## **Personal Information:**

<b>FATHER NAME</b>	:	Bashir Ahmad	<b>LANGUAGE</b>	:	English, Arabic, Urdu
<b>DATE OF BIRTH</b>	:	25th May, 1990	<b>RELIGION</b>	:	Islam
<b>PASSPORT</b>	:	EB1160412	<b>NATIONALITY</b>	:	Pakistani
<b>VISA STATUS</b>	:	Employment Visa			

**U.A.E Light Vehicle Driving License** : 2540979