

SHABBIR AHMAD

AL KHAWANEEJ 2, DUBAI

Cell # ▪ 050 268 4263 ▪ shabirgujjar@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 shelve 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 (12th Grade)
Punjab College of Commerce (Pakistan)
Year Intermediate: 2008

- ❖ Tenth Standard (Tenth Grade)
Government High School (Pakistan)
Year Schooling: 2006

Personal Information:

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

U.A.E Light Vehicle Driving License : 2540979