



# MUZAHIR MAHMOOD

STORE KEEPER

## CONTACT

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- HOR AL ANZ, Dubai

## EDUCATION

2020-2024  
B S ABDUL RAHMAN  
CRESCENT INSTITUTE OF  
SCIENCE AND TECHNOLOGY

- Bachelor of Techonology in  
Automobile Engineering

2018-2020  
SRVS NATIONAL HR SEC  
SCHOOL

- HSC

## COMPETENCIES

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGES

- English (Fluent)
- Tamil (Fluent)
- Hindi (Conversational)

## PROFILE

Highly organized and detail-oriented Storekeeper with the experience in managing inventory and supplies within the automobile industry. Proficient in overseeing stock levels, processing orders, and maintaining accurate records to ensure efficient warehouse operations. Adept at using inventory management software and ERP systems to track and optimize inventory levels, reduce waste, and improve overall supply chain efficiency. Possesses strong problem-solving skills, excellent communication abilities, and a commitment to upholding high standards of safety and quality.

## WORK EXPERIENCE

- TVS SUNDARAM industries PVT LTD** 2024 JAN -2024 JUL  
STORE KEEPER
  - Managed inventory for automotive parts and accessories, including receipt, storage, and distribution, ensuring accurate stock levels and timely order fulfillment.
  - Coordinated with suppliers to place orders, negotiate terms, and resolve any discrepancies, improving supply chain efficiency and cost-effectiveness.
  - Conducted regular stock audits and reconciliations to ensure the accuracy of inventory records and prevent discrepancies.
  - Monitored and managed stock levels, ensuring adequate inventory to meet customer demand. Utilized inventory management software to track stock and update records.
  - Maintained a clean and organized storeroom, ensuring easy access to parts and compliance with health and safety regulations.
- FEDERAL MOGUL MOTORPARTS** 1 MONTH  
(India) Limited,  
INTERN - STORE ASSISTANT
  - Provided excellent customer service by assisting customers with product inquiries, locating items, and processing purchases efficiently.
  - Managed inventory by restocking shelves, conducting inventory counts, and ensuring product displays were organized and visually appealing.
  - Operated point-of-sale (POS) systems to process transactions, handle returns, and manage customer orders.
  - Maintained a clean and organized store environment, adhering to health and safety standards.
  - Collaborated with team members to achieve store sales targets and improve customer satisfaction.

## SKILLS

### Software skills

Microsoft Office Suite: Advanced proficiency in Word, Excel, PowerPoint, and Outlook for creating, managing, and sharing documents.  
CAD Software: Basic understanding of CAD software (e.g., AutoCAD, SolidWorks) for handling technical drawings and specifications.  
Project Management Tools: Experience with tools like Microsoft Project or Asana for tracking document-related tasks and deadlines.

### Soft Skills

- Attention to Detail
- Communication
- Organizational Skills
- Confidentiality
- Time Management