



# MOHAMMED SHAZEERSHA

## SENIOR STOREKEEPER

### CONTACT

+97154-3531847

shazeersha@gmail.com

Dubai - UAE

### EDUCATION

2009 - 2013

UNIVERSITY OF CALICUT KERALA, INDIA

- Bachelor of Commerce

2007 - 2009

HIGHER SECONDARY EDUCATIONAL  
BOARD KERALA, INDIA

- Higher Secondary  
Course (Commerce)

2004 - 2005

BOARD OF PUBLIC EXAMINATION  
KERALA, INDIA

- S.S.L.C

### SKILLS

- Teamwork
- Inventory Management
- Problem-Solving Abilities
- Effective Communication

### AREA OF EXPERTISE

- Forecast and Demand Planning
- Logistics and Material Handling
- Exceptional Vendor  
Management

### OBJECTIVE

Experienced Senior Storekeeper seeking to contribute to a construction site with my skills in inventory management, material coordination, and stock control. Aiming to ensure the efficient supply of materials, uphold safety standards, and improve storekeeping processes to support timely and successful project completion.

### WORK EXPERIENCE

#### Amana Contracting & Steel Building Company WLL

Sr. Storekeeper - From Feb 2021

- Oversee the complete inventory management process for multiple construction sites, ensuring accurate and timely availability of materials
- Coordinate power tools and equipment hire from third party suppliers
- Efficient waste management planning and coordination
- Maintain petty cash and report to finance team
- Provide safe working environment
- Prepare reports for labor payroll and equipment timecard.
- Collaborate with project managers and site supervisors to forecast material requirements and manage supply chains accordingly.
- Delivery monitoring & fulfillment
- Ensure proper transport, mobilization and demobilization cabin & containers
- Prepare Schedule for pick-ups & follow up
- Coordinate procurement activities, negotiate with suppliers for best prices, and ensure timely delivery of materials
- Conduct regular audits and inspections of inventory, identifying and resolving issues promptly

#### PORTPASS LOGISTICS LLC, Dubai

Operations Executive - From Dec 2019 to Jan 2021

- Daily sales coordination with regional sales team and report to management
- Prepare quotations and follow-up regular feedback
- Communicate pricing & documentation with freight forwarding agents.
- Arrange weekly team meeting to review the ongoing sales prospects and prepare action plans
- Plan weekly new customer meeting schedule and achieve as per monthly target
- Support clients with 3PL operation requirements.
- Payment follow-up and update finance team with monthly revenue target

## COMPUTER & TECHNICAL KNOWLEDGE

- In-Depth SAP working experience especially MM systems
- CMiC system working experience
- Tally ERP system working experience
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)

## ● DUBAI ELECTRICITY AND WATER AUTHORITY (DEWA)

Warehouse Coordinator - From Dec 2014 to June 2019

- Receiving goods as per the LPO, verifying the specification of goods with LPO
- Arrangement for inspection of goods and update system and GRN
- Confirm date of manufacture & Batch of Oils & Chemicals physically, with the COA provided
- Issuing Chemicals as per FIFO Maintain
- Manual stock card for each Stock Item to record in & out movement of each item.
- Conducting physical inventory and reconciling with Books on daily basis.
- Issuing material to Plants as per MRQ.
- Issuing material to power & Desalination on emergency basis on loan.
- Maintaining safety rules to avoid Hazardous conditions like fire & Theft.
- Using Bin management system for confirmed orders.
- Applying barcodes on each item received in Store Using mobility device
- Follow up on returns& Replacements.
- Assist in training process for new and existing staff
- Preparing warehouse requisition and follow up (Empty Jars/Labels)
- Monitor warehouse arrangement/palletizing/racking
- Ensure proper transport, packing and placement of products Maintaining health and safety checklist

## ● TAXMEN (Privatetax practitioner, Mahe, India)

Assistant Tax Practitioner, Feb 2013 to Mar 2014

- Preparation various accounts statement of the clients.
- Submission of VAT to the sales tax office through online
- Preparation of Ledger & financial statement.
- Review all data to resolve the client's tax related issues.
- Communicate thoroughly with the clients to obtain the clear records.
- Knowledge of both state& central tax rules and regulations.
- Monthly submission of sales tax to the Government Tax Department
- Visiting Client's premise to collect the records and data

## PERSONAL PROFILE

Nationality : Indian  
Marital Status : Married  
Date of Birth : 28-01-1990  
Language known : English, Hindi, Malayalam & Tamil