



# Sheik Azarudeen

## Store Keeper

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📍 Abu Dhabi-UAE

🇮🇳 Indian

### PROFILE

Diligent Storekeeper with highly developed skills in inventory management in ADNOC core & laboratory store. customer service and stockroom layouts. Track record of successfully investigating and resolving customer complaints and maintaining pre-determined stock levels.

### PROFESSIONAL EXPERIENCE

Jan 2022 – present  
Abu Dhabi, UAE

#### **ADNH Compass** Storekeeper

- Stocked storerooms and adjusted minimum and maximum par levels in automated inventory system.
- Maintained customer satisfaction with quick and professional handling of product returns.
- Documented shipping and receiving records to confirm receipt of orders.
- Received product shipments and organized in stockroom storage area.
- Communicated with vendors to discuss order discrepancies, and returned damaged merchandise or incorrect orders.
- Ordered goods from various vendors to maintain store merchandise levels.
- Monitored merchandise on shelves and in storage using inventory control system.
- Planned budgets and authorized payments and merchandise returns.
- Welcomed customers to assist in selecting appropriate merchandise and products.
- Ensure that all daily activities in core storage facilities are carried out as per company Onshore HSE policy
- Ensure inventory, labeling, putting core material in the tracking system for monitoring and racking of core materials in the above mentioned core store facilities.
- Supervise technicians for their daily core store activities that includes: loading, off-loading, receiving and preparing core inventory, preparing core samples and their entry in the tracking system, routing of core samples and proper storage in rack system, taking digital photographs of slabbed cores on a regular basis and core photographs, core slabbing, plugging, thin section preparation and ensuring correct labeling and storage accessibility.
- Responsible for allocating required tasks to all Musaffah core store staff and approving subordinates' monthly time attendance sheet.

Jun 2014 – Dec 2021  
Dubai, UAE

## Emirates Hospitality Centre

### Store Assistant

- Coordinated restocking of sales floor with current merchandise and accurate signage for current promotions.
- Checked pricing, scanned items, applied discounts, and printed receipts to ring up customers.
- Identified and resolved complex issues by applying advanced analytical and troubleshooting strategies.
- Answered customer questions about products and services, helped locate merchandise, and promoted key items.
- Delivered energetic responses to customers in-store and by telephone, going above and beyond to serve needs.
- Provided exceptional services and pleasant shopping experiences to retail customers.
- Stocked merchandise, clearly labeling items, and arranging according to size or color.
- Opened, shelved and merchandised new products in visually appealing and organized displays for optimal sales promotions.



## SKILLS

- |                              |                         |                                  |
|------------------------------|-------------------------|----------------------------------|
| • Purchasing and procurement | • Records Maintenance   | • Inventory tracking and storage |
| • Visual display arrangement | • Order management      | • Vendor management              |
| • Product and service sales  | • Store displays        | • Store Operations               |
| • Sales expertise            | • Customer Response     | • Database Management            |
| • Team Building              | • Personnel development | • Microsoft Office suite         |



## LANGUAGES

English

Hindi

Tamil

Malayalam

Arabic