

MUHAMMED AMEER ALI

Store Keeper | Store Assistant

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Highly organized storekeeper with 4 years of experience managing inventory effectively and ensuring smooth operations.



WORK EXPERIENCE

Store Keeper cum Office Assistant

02/2021 - 03/2023

Zedex The Complete Automotive Solution

Kerala, India

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new parts/products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.
- Assisted with the preparation of documents and materials for meetings, including agendas and presentations.
- Received and processed incoming mail and packages and maintained the office filing system.

Store Keeper

06/2020 - 01/2021

Lebami Interiors

Kerala, India

- Maintain receipts, records, and withdrawals of the stockroom.
- Receive, unload, and shelf supplies.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.
- Rotate stock and coordinate the disposal of surpluses.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Coordinate the handling of interior products, the movement of equipment, and necessary minor repairs.

EDUCATION

Diploma In Engineering

2018 - 2021

State Board of Technical Education , Kerala India

Higher Secondary Education (Commerce)

2016 - 2018

Board of Kerala Government , Kerala India

STRENGTH

Perseverance

- It's an important feature of success in life. It means the willpower to work hard regardless of any obstacles, to be firm on achieving, and remaining consistent.

Versatility

- The word versatility describes having many different skills or qualities. Versatility allows you to adapt to many different situations.

ADDITIONAL INFO

Technical Skills: Customer Service, Data Entry Operations, Knowledge of Basic Engineering, Inventory Control, Microsoft Office(Excel, Word) Computer Operations, Documentation, Stocking, Communication, Time Management, Patience.

Language: Fluent in English; Working Proficiency in Arabic and Hindi, Native in Malayalam.