

**SYED YAKOOB SYED AHMED**

**Address: Doha**

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**[LinkedIn Profile] Syed Yakoob**

**Seeking challenging assignments as a Storekeeper with an organisation of high repute**

**PROFILE ABRIDGMENT**

* **Organized and experienced store clerk/storekeeper, expert in maintaining the flow of goods to ensure accurate merchandise** inventory.
* Maintained store facilities to ensure smooth functioning – made arrangements and placed orders for new stock and supplies whenever necessary.
* Monitored the functioning of store equipment and reported problems and failures to the supervisor
* Accurate, superior documentation skills.
* Profound knowledge of occupational hazards.
* Effective communicator with excellent planning, organizational and problem-solving skills
* Praised by multiple customers for superior customer service and friendly demeanour.

**EMPLOYMENT HISTORY**

**CRCC QATAR Since SEP-2021- Current**

**Website: WWW.CRCC.CN**

**Company Profile: CONSTRUCTION**

**Designation: Senior Storekeeper**

Job Duties

* Received of all incoming materials from supplier and purchaser, (Construction Materials/Tools/Mechanical Parts/Plumbing & Electrical Items etc.) checking the quantity, quality of the materials base on LPO and prepare record in Computer.
* Ensures proper safekeeping of document and good quality of work output.
* Document classification, sorting, filing, archiving and retrieval document in accordance to the project document indexing and filing system
* Coordinate the materials intended to the Section and Site and prepare corresponding document to transmit the materials.
* Add to the Inventory List in Computer/Stock Card of all materials intended to the Warehouse and instructed of our helper to keep that to the designated locations.
* Prepared report of all Delivery Note/Invoices with corresponding supporting document and submitted to the Account Department with transmittal for payment.
* Prepared Requisition for all materials using in the Workshop & Construction Site.
* Provide Daily, Weekly & Monthly Inventory report.
* Provide Daily, Opening & Closing Report.
* Maintain a positive work atmosphere by behaving and communicating in a manner that works well with co-workers & supervisors.
* Secured that all Equipment and Machine received was having Company Asset number and coordinate to the Operation Department for proper record.
* Recorded of all Tools received, and get the user signature and make sure that was return back to the Warehouse before signing his clearances. Good communication & leadership skills, Patience, Organization & Team Co-ordination
* Welcome clients and offer them refreshments.
* Transcribe, record, fax and file documents.
* Maintain filing, database systems, and inventories.
* Operate office equipment such as photocopiers and fax machines.
* Communicate with clients and employees, and respond to any queries or complaints.
* Sort and forward incoming mail and emails, and prepare and send outgoing mail.
* Book and prepare meeting rooms and ensure that refreshments are made available.
* Coordinate activities and disseminate information to office staff.

**Project Handled**

* Lusail Iconic Stadium
* Scaffolding Warehouse
* Road & Infrastructure in Al Keesha North & East DN-071 Rawdat Al Hamama (Package-02)

**Bandary Safety & Security Equipment WLL QATAR Since APRIL- 2016 TO SEP-2021**

**Website: WWW.Albandarysafety.com**

**Company Profile: Construction**

**Designation: Storekeeper**

**JOB DUTIES**

* Packing and preparing material shipments in accordance with the best commercial practices, ensuring they are protected from damage and deterioration during their transit from the company's premises until their arrival at the final destination;
* Liaising with the purchasers within the Supply Chain in order to prepare the deliveries according to the terms agreed with the customers;
* Managing the reception and delivery of the materials and spares in the company's warehouse and updating the movements in the ERP system in a timely manner;
* Assisting the company's Program Managers in any issue which could arise in warehouse activities;
* Managing the inventory physically and through the ERP system and reporting to your higher management on a monthly basis;
* Keeping the control and tidiness of the warehouse and ensuring the accuracy of the stock inventory at all times;
* Controlling the non-conforming products and segregating them according to the quality requirements of the company to ensure ISO compliance;
* Performing local purchases supporting the activities of the company and the Group when required;
* Contributing to the constant improvement of the company's image;
* In charge of the minor maintenance of the office;
* Any other responsibilities as assigned by the management.
* ERP Entry of Goods Received Note (G R N)
* ERP Entry of Cash Receiving, PO Receiving & Inter Organization Receiving
* Issued Inventory in ERP through Work order, issued to Workshop &
* Issued to Project.
* Transfer materials to Inter Organization in ERP
* Find Purchase Orders, PR & Checking in ERP
* Create PR & work order in ERP
* Store related all works in ERP system

**Project Handled**

* Al Shahad Tower Al Dafna
* Defense Military Camp Umm Zubar Aba AlSalil
* DN071 Drainage & Infrastructure Project, Ashghal

**EDUCATION &CREDENTIALS**

Bachelor of Science, From from JNTUH, Hyderabad, Telangana INDIA

12th From Telangana School Education Board from Hyderabad in June-2003

10th From Telangana School Education Board from Warangal in September-2000

**Certifications/ Diplomas or Work-related trainings**

* **JETKING (Hardware & Networking**
* **CCNA**
* **HSW**
* **Diploma in fire & safety**

**Personal Detail’s**

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| **Date of Birth** | **15 August 1995** |
| **Marital Status** | **Un-Married** |
| **Languages Known** | **English, Hindi, Telugu, basic Arabic** |
| **Nationality** | **INDIAN** |
| **Passport Details** | **R4148461** |
| **Place of Issue**  **Validity until**  **License** | **Doha Qatar**  **07 Nov 2027**  **Qatar light license available.** |

**REFERENCES**

* **Mohammad Azmayeen**

**PMV Engineer**

**CRCC**

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