



Ali Hassan

CONTACT

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📍 Abu Dhabi

EDUCATION

INTERMEDIATE

Diploma

Creative Design

EXPERIENCE

March 2020 To June 2023

STORE KEEPER

Ghafari shoes & company

LANGUAGES

- English
- Urdu

PROFESSIONAL PROFILE

A skilled storekeeper with expertise in inventory management, procurement, and maintaining organized stock records. Proven ability to optimize storage space, track shipments, and ensure timely replenishment. Detail-oriented, with strong communication skills and a focus on maintaining a well-organized and efficient warehouse or store environment.

Experience

Ghafari shoes & company Gujranwala

- Received merchandised and arranged all shop items for visual display.
- Assisted customers by answering questions and suggesting merchandise.
- Stocked storeroom and adjusted minimum and maximum par levels in automated inventory system.
- Documented shipping and receiving records to confirm receipt of orders.
- Ordered goods from vendors to maintain store merchandise levels.

Duties And Responsibilities

- Welcome delivery trucks.
- Receive and track shipments.
- Embark merchandise in delivery trucks using appropriate tools.
- Accommodate and carefully handle fragile merchandise.
- Track and document exact shipment arrival and departure times
- Tag and label merchandise.
- Label and stockpile merchandise according to size, shape, and type.
- Box, wrap and pack the merchandise in accordance with relevant procedures and standards.
- Prepare all orders for shipment.
- Record and manage all impaired or damaged merchandise items.

TECHNICAL SKILLS

- Data entry
- Microsoft Office
- Data entry
- Management
- Team Work
- Customers Dealing
- Confidentiality
- Time Management