

MOHAMMED NOOR

STOREKEEPER

CONTACT

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tao15159@gmail.com

Dubai



EDUCATION

2011-2015

SUDAN FOR SINCE AND
TECHNOLOGY UNIVERSITY

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Arabic. ●●●●●
- English ●●●●●

PROFILE

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

WORK EXPERIENCE

Adiyat for marketing and distribution 9/2020 - 4/2023
storekeeper

job description

- Receive, inspect, and record all incoming materials and supplies at the construction site.
- Ensure accurate and timely documentation of all stock movements, including receipts, issuances, and returns.
- Maintain organized and efficient storage of materials in the warehouse or storage area.
- Monitor inventory levels and reorder supplies as needed to prevent stock shortages.
- Coordinate with procurement and project teams to ensure timely delivery of materials to meet project deadlines.
- Conduct regular inventory counts and reconcile discrepancies between physical stock and records.
- Ensure compliance with health and safety regulations in the handling and storage of materials.
- Maintain cleanliness and orderliness of the storage areas to facilitate easy access to materials.
- Assist in the preparation of reports and documentation related to inventory management