



Aniq Ajmal

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SKILLS

- Proficiency in Inventory Management
- Communication skills
- Computer Skills
- Dexterity
- Interpersonal skills
- Organization
- Data Entry Skills
- Flexibility
- Learning Aptitude
- Work-Environment of Storekeeper
- Driving License

EDUCATION

- Intermediate From BISE Gujranwala
- Matric From The Educators School Gujrat ,BISE Gujranwala

PROFILE SUMMARY

Responsible for ensuring the maintenance of stocks, operation of an accounting system, maintenance of inventory records, preparation of material orders, and receiving, reviewing, and storing of supplies disbursed on job orders and material transfers. overseeing and managing the construction site and ensuring that the tools, equipment, and several other materials that are used in the construction project are safe, secure, well-maintained, and well-managed. The storekeeper is expected to oversee all the work activities of workers and/or laborers, contractors, subcontractors, vendors, and several other personnel related to the construction site, as this will help to improve regular performance reviews.

CORE COMPETENCIES

- Replenish supply inventories following established guidelines of the company
- maintain a neat, clean and safe working environment as per government regulation
- manage the store layout
- supervise other staff members and keep a record of sales
- receive, upload and shelf all supplies
- perform stock related duties like returning, packing, labelling and pricing goods
- inspect delivers for discrepancy or damage
- report damaged inventories for record-keeping and reimbursement
- rotate stock and dispose of surplus and expired quantities
- coordinate and handle freight and movement of equipment
- keep an organized allocation of inventory placed in warehouse and store
- cross-verify the monthly report at the end of each month
- ensure proper completion of documentation to place an order and make a purchase
- generate a material received report (MRR) timely
- ensure storage of goods follow the first in first out (FIFO) method

PROFESSIONAL EXPERIENCE

Storekeeper

Feb 2020 – Present

Construction & Building Engineering LLC, Dubai, UAE

- Maintaining and keeping track of receipts, records, and withdrawals of the stockroom
- Receiving, unloading, and shelving supplies
- Executing other stock-related duties which may include returning, packing, pricing, and labeling supplies
- Examining and reviewing deliveries for discrepancies and damages and reporting to necessary personnel for reimbursements and record keeping
- Cleaning construction equipment and testing them to ensure functionality
- Overseeing and/or exercising general control over all the tools and activities of the store
- Inspecting the construction site and ensuring that all tools and/or equipment are complete and in good shape
- Answering questions regarding procedures and resolving issues that may arise on receipts, deliveries, warranties, repairs, and surplus supply