

# MUHAMMAD AFTAB

## Storekeeper/Inventory Controller/Warehouse Supervisor

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Location- Saudi Arabia  
Passport No. AQ1577694

Iqama No. 2500802895| Expiry:- 23/05/2026

Email- muhammadaftab030387@gmail.com

Light Vehicle Driving License - Available  
Expiry Date- 13/10/2029

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### Summary

Experienced and dedicated storekeeper with over 18 years of experience in the Electro-mechanical, Construction and Facilities management industry. Proven ability to adapt to demanding roles and continuously expand knowledge and expertise

### Work Experience

Storekeeper

**SNC LAVALIN PRO FAC GULF MANAGEMENT**

Project- Hamad International Airport - 09/2022 -12/2024 (Qatar)

Storekeeper

**KIER INTERNATIONAL** Dubai UAE

09/2017 -08/2022

Project- EXPO2020, South Park and Restaurant, North Park and Restaurant, Playground, Observation Tower 55MTR

Storekeeper

**SOBHA ENGINEERING & CONTRACTING LLC**

(Dubai UAE) 01/2015 -08/2017

Project- Zulekha Hospital Extension project B3+G+7

Storekeeper

**AL NABOODHA Construction Company LLC** Dubai UAE

02/2006 -12/2014

Project- I-Rise Tower 36 Story's 534 Offices & 2297 Car Parking Space / Warehouse Operations

### Description of Responsibilities

- Generate purchase request as per the Site requirement
- Follow up with suppliers for the delivery of materials based on correct time requirements
- Check the quantity and received materials as per the LPO / Letter of Order

### Education

Higher Secondary School Certificate

### Courses

#### NEBOSH IGC

Store keeping & Logistic Management

Inventory Control Management

Supply Chain Management

Chemical Handling, Manual Handling

Computer Software & Hardware

### Software

SAP - System Application &

Productions

JD Edwards, Oracle

X-Peadeon Enterprise Client

Word, Excel, Outlook

Email Communications

Internet applications

### Skills

Team Building and Leadership

Inventory Cycle Count

Workplace Safety

Adaptability, Logistic

- Coordinate with suppliers and logistics teams to ensure timely delivery of materials
- Assist in budgeting and cost analysis for procurement
- Maintain records of procurement and inventory management
- Manage the warehouse, ensuring materials were received and stored properly
- Conduct regular stock taking and identified and disposed of scrap materials
- Prepare Material storage list of all areas
- Manage and overseeing the day-to-day operations of the warehouse and inventory, including receiving, storing, and issuing materials and equipment
- Implement and maintain inventory control systems and procedures
- Requisition materials and maintain inventory of all capital equipment and rig supplies
- Maintain strict control over the computerized inventory control system
- Responsible for conducting weekly cycle counts to ensure inventory accuracy
- Initiate required reports and forms associated with materials system including all ordering, receiving, issuing, transferring, and warehousing of equipment, and supplies
- Responsible for tracking all equipment sent in for repair or storage Material Transfer procedure
- Provide accurate, neat, and descriptive paperwork or reports as required by Project Manager
- Responsible for the issuing, receiving, transferring, and inventorying of equipment and supplies
- Perform all duties in a safe manner operating procedures and in accordance operating procedures
- Responsible for maintaining office and entire storeroom in clean and orderly

Price Negotiation

Purchase and Procurement

Store Management

Team Management

Documentation and Reporting

Warehouse Operations

Materials Receiving

Routine Correspondence

Visual display arrangement

Problem Solving

## **Training**

Fire Fighting

Basic First Aid

Lifting Operations

Work at Height

Rigging and Slings

Personal Protective Equipment

## **Language**

English

Arabic

Urdu, Hindi

Punjabi