

MOHAMMAD SALMAN



STOREKEEPER

Contact No: +966565527167.
Email Id: qazisalmana@gmail.com

Objective: An enthusiastic Storekeeper with 10+ years of Experience. drive, determination and a proven ability to oversee the efficient receipt, storage and dispatch of a wide range of goods. Having the necessary management skills required to administer, improve and develop a Warehouse to achieve maximum efficiency, effectiveness and quality of service. A hardworking, pro-active individual with an upbeat positive attitude, who also has extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues. Currently looking for a storekeeper position that offers variety and the opportunity to develop both personally and professionally.

EXPERIENCE & EMPLOYMENT DETAILS

Nal For Manufacturing Co. Ltd.

Role: STOREKEEPER
December 2024 To till Now.

- Managing warehouse personnel, including involvement in recruitment, Supervision, scheduling work, development, training and coaching and performance evaluation.
- Coordinated multiple strategic warehouse operations to ensure that the company's objectives were always met.
- Ensuring stock levels are managed and controlled effectively. Ensuring compliance with all Health and Safety regulations. Using automated computer systems to monitor stock control, Implementing new project.
- Inspect deliveries for damage or discrepancies, report those to accounting for Reimbursements and record keeping.
- Performing any other responsibilities as assigned by the management.
- Ensure the conformity of products received and delivered. Ensure the management of inventories: control of the rotation of goods, verification of their availability, procurement from suppliers, tidying, cleaning, inventory. Keep a record of sales and restock.
- Reviews, verifies regarding the movement of inventory items.
- Updating of site returned material through system.
- Responsible for monthly physical verification of all items.

Dar Aluminium Products Company. Ltd.

Site: Riyadh Metro Project.
Riyadh Bus Rapid Transit System (BRT) Project.
King Abdullah Financial District (KAJD) Project.
Six flags Qiddiya City Project.
Desert Rock Resort Project. (Red Sea).
The Ayia Napa Project. (Cyprus).

Role: STOREKEEPER
June 2022 To August 2024.

Key Responsibilities –

- 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.
- Perform stock related duties like returning, packing, labelling and pricing goods.
- Inspect deliveries for discrepancy or damage.
- Report damaged inventories for record-keeping and reimbursement.
- Rotate stock and dispose of surplus and expired quantities.
- Keep an organised allocation of inventory placed in warehouse and store.
- 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.

Al Gihaz Holding.

Site: Smart Meter Project. Saudi Electricity Company. (Jizan-KSA)

Role: STOREKEEPER
June 2020 To December 2021.

Key Responsibilities –

- Coordinated multiple strategic warehouse operations to ensure that the company's objectives were always met.
- Managed a team of more than 20 employees and produced weekly schedules and reports.
- Adhered to all legislation requirements and communicated with clients, suppliers, and business partners.
- Assisted in the stock management and recruited and trained new personnel.
- Won the Company warehouse in charge of the year 2021 Award for achieving extraordinary results.
- Responsible for an accurate account of inventory, correct calculation of storage containers and inventory reports.
- Remain in constant contact with appropriate management concerning any product questions, issues, or concerns.
- Ensuring stock levels are managed and controlled effectively. Ensuring compliance with all Health and Safety regulations. Using automated computer systems to monitor stock control. Implementing new projects.

Attiq Ur Rehman Contracting Com.

Site: AL Reef Sugar Refinery Project. (Jizan-KSA).

Role: STOREKEEPER

January 2017 To April 2020.

Key Responsibilities –

- Managing warehouse personnel, including involvement in recruitment, Supervision, scheduling work, development, training and coaching and performance evaluation.
- Ensuring that all warehouse personnel adhere to safety, hazmat, dot, and all other company procedures, programs, policies, applicable law, and employees are properly trained to safely utilize equipment and machinery.
- Ensuring that all warehouse equipment and machinery is maintained in a safe and working condition.
- Responsible for warehouse inventory control while working with operations manager to provide necessary assistance and stay ahead of field operation activities impacting the warehouse.
- Determining appropriate work procedures prepares work schedules and expedite workflow.

Larsen & Toubro

Site: Delhi Metro Rail Corporation (DMRC) Project. (Delhi-India).

Role: STOREKEEPER

October 2013 To October 2016.

Key Responsibilities –

- Inspect deliveries for damage or discrepancies, report those to accounting for Reimbursements and record keeping.
- Rotate stock and coordinate the disposal of surpluses.
- Ensure adequate record keeping and manage and documentation to confirm proper Stock levels and maintain inventory control.
- Develop and maintain storage optimization and ensuring secure fast efficient and accurate warehouse Operation.
- Performing any other responsibilities as assigned by the management.

EDUCATION

Professional Qualification:

- MS. EXCEL.
- MS. WORD.
- DYNAMIC 365.
- WMS.
- ERP.

Academic Qualifications:

- Bachelor of Business Administration. (1st year is going on from Distance Education).
- Senior Secondary School.
- Secondary School.

SKILLS SET

Personal Skills:

- Undying quest for learning.
- Enthusiastic team player & encourage team efforts.
- Easy to adapt with versatile situation.
- Condition loyal to responsibilities.
- Generating reports for all the projects.
- Applying Ideas as per need for Data.

Professional Skills: -

- Quality Control Specialist.
- Project and Delivery.
- Project and analysis.
- Project Documentation.
- Performance analysis.

PERSONAL DETAILS

Date of Birth	:	08/04/1995
Nationality	:	Indian
Languages Known	:	Arabic, English, Urdu, Hindi
Marital Status	:	Married
Address	:	Industrial City -2, Riyadh, KSA.
Passport Number	:	M8900841
Visa Type	:	Transferable Iqama