

# Muneeb Ahmad

## StorKeepar

0092 3209272289

mo.ahmed3838@gmail.com

62100, Haroonabad, City

### EDUCATION

#### Matriculation with Science (High School Certificate)

(2012 - 2013)

#### Diploma

Computer Information  
Technology

(2021 - 2022)

### SKILLS

- Data entry
- Document management
- Retail inventory management
- Critical Thinking
- Communication Skills
- Digital Marketing
- Documentation and Reporting

### LANGUAGE

- English
- Urdu

### PROFILE

Highly organized and detail-oriented storekeeper with 4 years of experience in managing inventory and ensuring seamless warehouse operations. Skilled in monitoring stock levels, performing audits, and implementing streamlined ordering systems. Demonstrated success in optimizing warehouse layout to enhance productivity and operational efficiency.

### WORK EXPERIENCE

Storkeepar Professional Summary

2012 - 2016

Communicate with all necessary parties to research and resolve rejected approval for undeclared overtime.

Run daily report of absent and present employee on site to Store admin department.

Compiles employee's time and production record, using calculator or computer. Adept Storekeeper with a proven track record at Construction Store Building Lahore, enhancing inventory accuracy by conducting regular stock checks. Skilled in workplace safety and team leadership, I excel in optimizing store operations and merchandise levels through effective vendor communication and data entry, significantly improving store efficiency.

Experienced with inventory control, ensuring accurate stock management and timely replenishment. Utilizes effective problem-solving skills to maintain seamless operations. Track record of enhancing team collaboration and operational efficiency.

Experienced leader with strong background in guiding teams, managing complex projects, and achieving strategic objectives. Excels in developing efficient processes, ensuring high standards, and aligning efforts with organizational goals. Known for collaborative approach and commitment to excellence.

### IT SKILLS

- Windows & Office tools; MS-Office
- Operating Systems, Networking & Hardware

## strengths

- Strong writing and communication skills
- Proven ability to think critically
- Excellent organizational skills and attention to detail
- Flexibility and willingness to take on new challenges
- Team Work with a positive attitude
- Marketing skills

## Warehouse Storekeeper Job Responsibilities

warehouse storekeeper is responsible for overseeing the daily operations and activities within the warehouse. This includes managing shipments, receiving deliveries, conducting regular stock checks, recording warehouse transactions, and ensuring proper storage of inventory. Additionally, the storekeeper ensures the safe and efficient operation of material handling equipment and maintains an organized and well-functioning warehouse environment.

- Receive, pull stock, store, and maintain warehouse inventory
- Examine stock and dispose of depreciated and obsolete stock following the organization's policy
- Responsible for stock control and housekeeping operations of warehouse cargo and items
- Key departmental orders into the inventory management system
- Carry out minor maintenance or repair of storeroom material
- Provide detailed reports on departmental charges
- Responsible for the preparation of requisitions for supplies and materials
- Responsible for the maintenance of inventory of parts and equipment on hand
- Keep documentation of materials and supplies issued

### Personal Particulars

- Name : Muneeb Ahmed
- nationality : Pakistani
- N.I.C, NO. :
- Passport no :
- Age : 21 Years
- Date of birth : 05-May-2003
- Marital status : Single

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