

## AHSAN ZAIR S/O MUHAMMAD ZAIR

### Storekeeper

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**DOB:** 16-May-1996 | **Nationality:** Pakistani | **Place of Birth:** Attock, Pakistan

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### Professional Summary

Results-driven Storekeeper with 5+ years of experience, including 2 years in Oman with SAROOJ Construction Company. Proven expertise in SAP-based inventory management, procurement, documentation (GIVs), and compliance with HSE and ISO standards.

Skilled in coordinating with vendors, maintaining accurate stock levels, and supporting construction and spare parts operations. Seeking to contribute to company with high operational standards.

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### Professional Experience SAROOJ CONSTRUCTION COMPANY – Muscat, Oman *Storekeeper from Aug 2023 – Present*

- Maintain and organize stock as per company demand and usage.
- Conduct regular inventory checks and ensure accurate stock levels.
- Coordinate with vendors for supply requisitions and maintain procurement records.
- Ensure visual merchandising standards are met for effective display.
- Utilize SAP for inventory management and reporting.
- Generate GIV (Goods Issue Vouchers) and maintain daily records.

### ACHIEVEMENT

- Reduced inventory discrepancies by 15% through process improvement.
- Managed a warehouse stock of over 10,000 items using SAP.
- Supported project site operations with 100% on-time delivery of requested materials.
- Generate a catalogue of all the projects with visual pictures and description.

## CECIL HOTEL & RESORTS – Murree, Pakistan

### *Assistant Storekeeper from Feb 2021 – Nov 2022*

- Managed receiving and dispatching goods, documented inventory logs.
- Maintained GIVs and ensured compliance with internal documentation standards.
- Trained new staff on MEP and administrative protocols.
- Supported smooth project operations through proactive supply management.

## NIPPON PAINT COMPANY – Pakistan

### *Customer Sales Representative from Jun 2019 – Nov 2020*

- Maintained stock levels and ensured timely replenishment.
- Conducted stock audits and reconciled discrepancies.
- Monitored product quality and removed defective inventory.
- Built strong client relationships to meet sales targets.

### **Core Skills**

- Inventory Management
- Stock Control
- SAP System Proficiency
- Documentation
- Reporting (GIVs, Stock Logs)
- Coordination with Main Contractors
- HSE Compliance
- ISO Procedures
- Material Request (MR) / Goods Received Note (GRN)
- Purchase Requisition (PR)
- Local and International Procurement
- Coordination with Main Contractors

### **Education Master of Public Administration (MPA)**

*COMSATS University, Islamabad – 2018*

Focus on administration, organizational development, and public sector management.

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### **Languages Language**

### **Proficiency**

1. Urdu & Punjabi Native – Fluent in speaking, reading, writing
2. English Professional – Fluent in speaking, reading, writing
3. Arabic Intermediate – Reading/Writing expert, Basic speaking
4. Korean Beginner – Reading/Writing proficient