

MANSOOR AT

STOREKEEPER CUM DATA ENTRY

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Website/Link

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Dubai, United Arab Emirates



EXPERIENCE

STOREKEEPER

KM Trading

2016 - 2020 abudabi

Company Description

- Receiving and counting stock items, and record data by using computer
- Maintaining inventory by conducting once in three month physical counts and reconciling variances. Ensuring that the Inflow and outflow of inventories are properly recorded
- Purchasing new or additional stocks and preparing documents that provide for such purchases
- Preparing and maintaining records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued and utilize reports to project warehouse status
- Issuing or distributing stocks to other branches based on information from incoming requisitions
- Keeping stock control systems up to date and make sure inventories are accurate and Confirm proper and timely delivery of products
- Following up on returns & Replacements, Produce damage or dead stock report and Timely disposal of non usable products with the required documents also return them to vendors
- Follow up and Monitoring store room arragemen(palletizing/racking) also Set up store room layout and ensure efficient space utilization
- Entering all documents in inventory system and report all to accounts department and filing documents in proper file as systematic way. Motivating and leading staff to effectively carry out given tasks

ACHIEVEMENTS



BEST EMPLOYEE OF THE MONTH

Achieved best employee award for three times (for commitments , hardworking and punctuality)



GOT PROMOTION

Promoted me as a storekeeper from the sales person position for excellence in work and data entry

EDUCATION

B.Com

Calicut University

2013 - 2016 kerala

SKILLS

Data entry and MS office

Communication and Reporting

Supervision and Organization

Time Management

LANGUAGES

ENGLISH

Proficient



HINDI

Proficient



MALAYALAM & TAMIL

Native

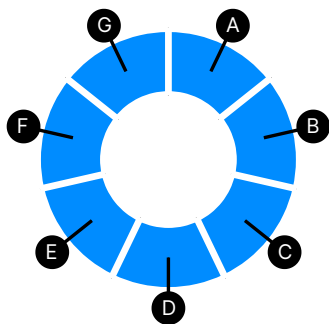


DRIVING LICENCE

LIGHT VEHICLE

LICENCE NO: 2538723

MY TIME



- A 10 am to 2 pm- preparing my working area and receiving shipment
- B 2pm to 2-30pm- lunch time
- C 2.30pm to 4.30 pm- transferring stocks
- D 4.30pm to 5.30pm- arranging damage goods for return
- E 5.30pm to 6Pm- tea time
- F 6.30 pm to 8 pm- data entry
- G 8pm to 8.30 pm - filing

SUMMARY

Focused & goal-driven Storekeeper/Store Owner with strong work ethics, continuously striving for improvement coupled with a commitment to offering quality results. Abilities in handling multiple priorities with a genuine interest in personal & professional development. Quick learner & highly energetic with a keen aptitude for learning and applying new knowledge resourcefully