



MOHSIN PARVAIZ

Store Keeper

Experienced and results-driven Store Keeper with over 9 years of expertise in inventory control, materials management, and ERP system operations across large-scale civil and MEP construction projects in Saudi Arabia and Pakistan. Skilled in managing warehouse operations, procurement coordination, vendor interaction, and team supervision. Proficient in leading ERP tools including CMiC, Oracle, BuildSmart, and Amana Tech for accurate inventory tracking, goods receipt, and issuance documentation. Known for minimising material wastage, ensuring compliance with safety standards, and supporting project delivery through efficient store management.

WORK EXPERIENCE

Senior Store Keeper

Saudi Amana Contracting Company – Saudi Arabia

March 2024 – Present

Projects:

Swanky Project (KJ138 & P081), Bahir Project (KJ151 & P084), Amazon Project (KJ155 & P086), Siemens Project (KJ159 & P088)

ERP Systems: Amana Tech, CMiC ERP

- ERP-driven inventory control: Utilized CMiC and Amana Tech ERP systems for real-time inventory tracking and accurate stock movement.
- Material receipt management: Supervised verification, inspection, and acceptance of incoming project materials.
- Issuance tracking: Monitored material issuance to various departments and ensured correct allocation to job codes.
- PPE and consumables management: Maintained detailed records for PPE, consumables, and critical safety stock.
- Vendor coordination: Managed return of damaged/rejected goods and followed up with vendors for replacements.
- Stock auditing: Conducted periodic cycle counts and reconciliations to ensure inventory accuracy.
- Logistics support: Coordinated internal movement and site delivery of materials in line with project schedules.
- Compliance and safety: Ensured all warehousing operations adhered to safety, documentation, and quality protocols.
- Keep accurate records of stock levels.
- Conduct regular stock checks and physical inventory.
- Report low stock or overstock situations.
- Elite: Label items properly for easy identification.
- Ensure safe and efficient storage.
- Maintain records of issued materials.
- Update inventory after each issue.
- Ensure cleanliness and orderliness of the store.
- Follow safety regulations and handle materials carefully.

Store Keeper

Arabian Construction Company – KSA

October 2016 – January 2024

Project:

MOI Southern Border Housing Project – P1331, P1332, P1333

Client: Ministry of Interior | ERP Used: BuildSmart, Oracle ERP

- End-to-end inventory operations: Managed daily store operations including receiving, stocking, and issuance.
- ERP integration: Posted goods receipt and issue vouchers using BuildSmart and Oracle ERP systems.
- Warehouse organisation: Systematically stacked and labeled materials ensuring easy retrieval and safety.
- Subcontractor coordination: Verified materials for subcontractors and maintained separate logs.

CONTACT

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📍 Saudi Arabia

SKILLS

- Inventory Management
- ERP Systems (CMiC, Oracle, BuildSmart, Amana Tech)
- Construction Store Operations
- Material Receiving & Issuance
- Stock Auditing & Reconciliation
- PPE & Consumables Handling
- Vendor Communication
- Warehouse Safety Compliance USA
- Civil & MEP Material Coordination
- Documentation & Record Keeping
- Subcontractor Material Support
- Warranty & Tool Tracking
- Project-Based Material Planning
- Return & Rejection Handling
- Logistics Coordination
- Cash Purchase Documentation
- Daily Stock Reporting
- Shelf Life Monitoring
- Asset Management
- Site Supervision & Usage Control

EDUCATION

Matriculation (10th Standard)

Gujranwala Board, Pakistan – 2010

CERTIFICATION

Diploma in Computing

MS Word, Excel, PowerPoint,
Office Management

LANGUAGES

- English
- Hindi
- Urdu
- Arabic

PASSPORT DETAILS

Nationality: Pakistani

Date of Birth: 24 October 1994

Marital Status: Married

Passport Number: KX3998652

Passport Expiry: 16 December 2029

Permanent Address: Shah Taj Sugar Mill Road,
Mandi Bahauddin, Punjab, Pakistan – 50400

- Excess stock reporting: Prepared reports on surplus materials and informed procurement for optimisation.
- Tool tracking: Maintained warranty records and issuance logs of power tools and heavy equipment.
- Shelf-life control: Monitored expiration-sensitive items and updated shelf-life tracking sheets.
- Waste minimisation: Observed material usage at site to reduce wastage and promote efficiency.
- Communicate with procurement, accounts, and other departments.
- Coordinate with suppliers and delivery staff.
- Submit daily or weekly reports on stock status.
- Report any issues like damaged or missing items.
- Check and verify the quantity and quality of incoming goods.
- Inspect for damages or discrepancies.
- Monitor stock levels and forecast demand.
- Ensure proper storage, labeling, and handling of inventory.
- Maintain shipping records, delivery notes, invoices, and other logistics documents.
- Use ERP or logistics software for tracking and updating information.

Assistant Store Keeper

Pak Gulf Construction Company – Islamabad, Pakistan

March 2014 – August 2016

- Inventory assistance: Supported senior storekeeper in day-to-day material handling and documentation.
- Goods receiving: Received and inspected incoming materials, matched with purchase orders.
- Issuance logging: Maintained accurate issuance records for tools, PPE, and site supplies.
- Asset tracking: Updated logs for assigned tools and materials issued to specific teams.
- ERP updates: Assisted in system entries for goods movement using internal software.
- Stock visibility: Ensured clear labelling and categorisation of stored materials.
- Cash purchases: Recorded petty purchases and submitted documentation to accounts.
- Subcontractor material verification: Confirmed delivery and adequacy of materials provided to third-party teams.
- Handle customs clearance procedures for international shipments.
- Ensure all logistics activities comply with local and international regulations.
- Coordinate emergency shipments or replacements when needed.
- Work with procurement, store team, finance, and other departments.
- Track and follow up on purchase orders and shipments
- Record Management – Assisted in maintaining accurate records for assets including furniture, AC units, and porta cabins.