

Aqil Hussain

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Availability: Immediate Joining

Target Job: Storekeeper

Iqama Status: Transferable

Joining - Immediate Joining

Presently: Riyadh - KSA



OBJECTIVE AND SUMMARY

A well-mannered, polite, and hardworking Storekeeper with experience of overseeing the day-to-day operations of the store to meet hotel standards & consistently provide seamless guest service.

WORK EXPERIENCE

Park Lane Hotel Lahore - PAKISTAN

Storekeeper

Feb 2023 - May 2024

Responsibilities as Storekeeper

- Receiving goods from vendors by matching quantity mentioned on delivery note, LPO and invoices; reviewing expiry dates on each item received.
- Posting receiving of invoices in the system through "Receipt Entry Option" and handing over invoices to finance department after posting.
- Keeping items in same category, checking chilled and frozen items chillers temperature, proper racking and arranging of items in store.
- Issuance of items based on approved issue requests "Store Requisition" to the departments and outlets.
- Placing orders by following the minimum and maximum stock levels in the system.
- Keeping the stores neat and clean to ensure adherence to safety and HACCP standards.
- Taking month end inventories in the presence of Cost controller and entering inventory in the system for the purpose of matching physical stocks with system

Responsibilities as Receiving Clerk

- Responsible for receiving, verifying, and processing all goods, collaborating with procurement staff to list
 - expected deliveries.
- Maintain cleanliness in the area and respect the standard implement in storing.
- Posting invoices in material control PMS and handing over invoices to finance department after posting.
- Update the accounts payable with all supporting at the end of the day

PROFESSIONAL QUALIFICATION

- **MSC. Phy**
Board / University GC university Faisalabad
- **Matriculation - BISE D G Khan, Pakistan**

PROFESSIONAL SKILLS

- Ability to cope and work under pressure.
- Good written and verbal communication skills.
- Able to work as a part of team & manage activities.
- Ability to priorities tasks/ Flexible & Multi Talented.
- Respectful & Reverent/ Team Building

SOFTWARES SKILLS

- Web Prolific – Material Control, QuickBooks , Tally
- Microsoft Office Suite - Word, Excel, PowerPoint

REFERENCE

- Reference will be furnished on demand.