

Siraj Muneer Ismail

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Good Team Player | Technology Enthusiast | Performance oriented and hardworking | Project management | Workflow planning | System installation, configuration & upgrading Security Solutions | Database Design & management | Up-to date knowledge of emerging tools

PROFILE Summary

- Seeking a challenging position in a dynamic organization, to contribute towards organizational success by performing consistently and effectively applying my skills in a professionally motivating environment.

EXPERIENCE DETAILS

COMPANY: SRILANKA UMBRELLA INDUSTRIES - Kandy

POSITION: Accounts Assistant

Period : 01st of June 2006 to 30th of December 2010

COMPANY: SRILANKA UMBRELLA INDUSTRIES - Kandy

POSITION: Store Keeper

Period : 01st of January 2011 to 25th of March 2011

COMPANY: SHOES STEPS CO.Ltd. (Kingdom Saudi Arabia)

POSITION: Floor Supervisor

Period : 27th of March 2011 to 30th of September 2016

COMPANY: MODERN CHEMICAL INDUSTRY Co. (Kingdom Saudi Arabia)

POSITION: Store Keeper

Period: 27th of April 2017 to Present

Duties & Responsibilities:

- Taking account of incoming and outgoing goods in the store's departments.
- Monitoring stock cards every day of the stock goods from stores and physically checking all received goods from the delivery note of the respective request STO SPR NO. For the accuracy of orders or requests.
- Keeping eagle's eyes on the stocks of goods available in the stores like Stationary, Tools, Lifting, Welding, and PPE Stores of the stores department.
- Making requests of goods in time with STO SPR which are not stocks.
- Taking care of all types of activities like taking care of store goods, availability of goods in time, proper care, and also managing the labors and making proper records of incoming and outgoing goods.
- Arranging good warehouse, handling equipment good staff, storekeeper, care of the proper and damaged /shortage material, and maintaining the higher stock level / Maximum stock level / reorder stock level.
- Authorizing the store requisition after verifying requested items.
- Making waybill of the items going from store to another locations or sites.
- Verify incoming/outgoing and daily stock on hand, and follow the delivery schedule as per purchase order or SPR.

- Arranging the inventory of stock every three months and using materials FIFO.
- Preparing the list of fast-moving/slow-moving items and not usable materials.
- Maintaining proper documents like receipts and issues.
- Preparing an inventory of the stock items weekly and being aware of the purchasing department.
- Coordinating with the purchasing department and project Manager.
- Arranging good housekeeping every day in the stores and warehouse.
- Preparing time sheets for the staff and storekeepers.

EDUCATIONAL QUALIFICATIONS

- Advanced Le Level Government Examination

CERTIFICATE AWARDED

- President Award for Co-Curricular Activities in 2000 President Award for Co-Curricular Activities in 2000
- Productivity Award 2007 and 2009 in Sri Lanka Umbrella Industries.
- Certificate for the International Competitions for Schools Conducted by the University of New South Wales, Australia.

SKILLS

- Knowledge of goods or materials in the assigned storeroom.
- Knowledge of Type Writing
- of basic buying and purchasing practices
- Knowledge of inventory principles and practices.
- Knowledge of supervisory principles and practices.
- Skill in appropriate use of goods and materials in storeroom, and warehouse laydown Area.
- Knowledge of Shipment documents, containers, and Trailers. Knowledge of LC. Knowledge of Electronic Document Management System.
- Scanning, Printing, Binding, Filing, Typing & Photocopying.
- Excellent knowledge of MS Word, MS Excel, MS PowerPoint, Adobe Acrobat Outlook Express, and Internet Applications.
- Many databases, such as MS Access, FoxPro, Oracle Visual Basic, etc.
- Achiever Hardworking Certificate Award from Saudi International Petrochemical

PERSONAL DETAILS

- Date of Birth: 20th of May 1986
- Languages Skills: English, Arabic, Hindi, Malayalam, Tamil
- Current Address: Dammam, Saudi Arabia
- Nationality: Sri Lankan
- Marital Status: Married
- Sex: Male
- Passport No: N2440328
- Iqama No: 2433107568 (Transferable)