

SALMAN KHAN

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Phone: +966 565826029

Nationality: Pakistani

Date of Birth: 07-03-1988

Marital Status: Married



PROFESSIONAL SUMMARY

Results-driven and highly motivated Storekeeper with over 2 years of experience in inventory management, quality control, and supply chain operations in an ISO-certified environment. Demonstrates strong leadership and interpersonal skills, with proven expertise in material handling, team management, and stock control systems. Committed to maintaining accuracy, safety standards, and optimizing store operations.

KEY SKILLS

- Inventory & Stock Management
- Procurement Coordination
- ISO Standards Compliance
- Material Handling & Documentation
- Warehouse Operations & Safety
- Team Leadership & Staff Coordination
- Vendor Coordination
- Microsoft Office Suite & Inventory Software

WORK EXPERIENCE

Storekeeper

Company Name: Fairmont Makkah

Duration: 2023 to 2024

Responsibilities:

1. Received, inspected, and stored incoming materials and supplies in accordance with company standards.
2. Maintained accurate inventory records and performed routine stock audits.
3. Issued materials to internal departments based on approved requests and job requirements.
4. Monitored stock levels and generated purchase requisitions for replenishment.
5. Ensured the store area was organized, clean, and complied with safety regulations.

Storekeeper

Company Name: Como Arabia Makkah.

Duration: 2024 to 2025

Responsibilities:

1. Managed daily operations of the store including goods receipt, storage, and dispatch.

2. Coordinated with procurement and accounts departments to verify delivery and invoice accuracy.
3. Implemented FIFO (First In, First Out) and LIFO (Last In, First Out) practices based on item type.
4. Handled inventory software and maintained up-to-date data for real-time stock visibility.
5. Conducted monthly, quarterly, and annual physical stock counts and reconciliations.

TOOLS & TECHNICAL SKILLS

- ERP & Inventory Management Software
- Barcode Scanners & Label Printers
- Stock Reconciliation Tools
- MS Excel for Stock Reporting
- Warehouse Safety Equipment Handling

EDUCATION

F. Sc (Intermediate) — Board of Intermediate and Secondary Education, Mardan
English Language Course (2 years) — Bo Ali Seena English Language, Mardan
Computer Training (2 years) Aptech Institute of Information Technology.

COMPUTER SKILLS

- Microsoft Word, Excel, PowerPoint
- Inventory Software Handling
- Windows OS & Internet Tools

LANGUAGES

- Pashto – Fluent
- Urdu – Fluent
- English – Good
- Arabic - Good

REFERENCES

Available upon request.
Passport Number: BQ5751714
Iqama No: 2523858062