

Mustafa Abdulaziz Helal Mohamed

Storekeeper

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Summary

Detail-oriented Storekeeper with over 4 years of extensive experience in material management across diverse sites. Skilled in coordinating with subcontractors and supervising store operations while ensuring optimal inventory control. Successfully maintained accurate records and supported stock supervision, leading to improved efficiency. Proven track record in enhancing material availability and documentation accuracy. Eager to leverage organisational skills and operational insights to meet the dynamic needs of the storekeeping sector.

Work Experience

Storekeeper, Beijing Emirates Company, Riyadh, KSA

10/2022 – Present

- Directed management of stock across multiple locations, ensuring strict material flow control
- Collaborated with subcontractors and client representatives to optimise material usage
- Oversaw inspections and provided guidance to storekeepers
- Logged and maintained comprehensive asset records for all company-owned materials and tools

Storekeeper, Arab Contractors, Alexandria, Egypt

12/2018 – 09/2022

- Monitored and supervised both incoming and outgoing materials on-site
- Facilitated store planning and guaranteed material availability
- Managed documentation processes and generated daily stock reports
- Liaised with engineers, site teams, and suppliers for effective material coordination

Education

Bachelor of Commerce, Financial Accounting, Zagazig University, Egypt, Egypt

2014 – 05/2018

- Achieved a comprehensive understanding of financial accounting principles and practices.

Skills

Inventory Management

Documentation

ERP / SAP Systems

Receiving

Issuing Materials

Microsoft Excel

Office Suite

Procurement Coordination

Asset Tracking

Tagging

Daily Reporting

Monthly Reporting

Site Store Supervision

Safety Compliance in Warehousing

Team Supervision

Leadership

Stock Control

Record Keeping

Organization

Languages

Arabic

Native

English

Intermediate (Good in reading and writing)

