



ZIA UR RAHMAN

Storekeeper

PROFILE SUMMARY

Experienced Storekeeper with 4 years of hands-on experience in inventory management, material handling, and warehouse operations. Skilled in receiving, storing, issuing, and maintaining accurate stock records to ensure smooth supply chain operations. Proficient in using inventory management systems, following safety procedures, and coordinating with procurement and logistics teams. Known for maintaining organized storage areas, reducing material wastage, and ensuring timely availability of items to support operational needs

PROFESSIONAL EXPERIENCE

Storekeeper ACES Company Saudi Arabia (ACES)	December 2023 – Ongoing Project: Riyadh Metro Line 3
- Manage daily inventory operation, including stock replenishment, and merchandise organization - Received incoming stock item for storage and distribution within the department. - Inputting all relevant data into inventory management software WMS and generating reports on stock levels. - Oversee the receipt, storage, and distribution of merchandise. Maintain accurate inventory records and conduct regular audits to minimize discrepancies. - Coordinated with multiple storerooms optimizing inventory and significantly improving resource allocation. - Conducted regular audit of stock, identifying and resolving discrepancies to maintain accurate inventory record. - Responsible for the efficient operation of receiving areas, shipping areas, supply storeroom warehouses and stock issues. - Keeping detailed records of all inventory transactions, including receipts, issues, and adjustments. - Maintained the digital inventory database, ensuring the data was accurate current and reflected real-time stock levels,	
Assistant Storekeeper EL- Saif Engineering & Contracting (KSA)	Sep 2021 - Nov 2023 Project: SAB-HQ-P-142 Riyadh
- Manage receiving and logistic of all warehouse inventory, significantly streamlining stock handling process. - Reported to store manager on a regular basis regarding the need/ demand of item so that the future orders could be placed accordingly - Maintained accurate inventory of all item in the stock room - Continuously monitor inventory levels to determine reorder points and prevent stock outs. - Maintain accurate inventory of all item in the storeroom. - Stockroom cleaning and routine material, tooling and equipment maintenance and daily check. - Responsible for receiving, loading/unloading and counting stock items, - Verify the accuracy of deliveries and promptly address any discrepancies or issues - Coordinate with sales staff, managers, and other team members to ensure smooth operations and effective communication. Support cross-functional teamwork to achieve common goals. - Collaborate with cross-functional teams to streamline supply chain operations.	

CONTACT

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- Geozia666@gmail.com
- Riyadh, Kingdom of Saudi Arabia

CERTIFICATIONS

- Diploma in Supply Chain Management - MOI
- Logistic Supervisor TEP
- ISO 9001 QMS Lead Auditor CQI-IRCA
- HRD-Human Resources Development DWE
- System Engineer Expert
- CCTV Closed Circuit Television
- MEAN/MERN Stack Development

EDUCATION

- Bachelor In Computer Science
2017-2021
Agriculture University Peshawar

SKILLS

- ✓ MS Office, MS Excel
- ✓ IMS, WMS
- ✓ SAP ORACLE
- ✓ Inventory Management
- ✓ Stock control & replenishment
- ✓ Inventory Tracking System
- ✓ Cataloguing
- ✓ Point of sale POS system
- ✓ Supply chain Management
- ✓ Barcode Scanning
- ✓ Shipping and receiving
- ✓ Data Entry
- ✓ Google Docs
- ✓ Google Sheets

PERSONAL INFORMATION

- **Name:** Zia Ur Rahman
- **IQAMA SA:** Transferable
- **License:** Available
- **Contact:** +966 535668346
- **Martial St:** Single
- **Address:** Riyadh, Kingdom of Saudi Arabia

LANGUAGES

- **English** Fluent in written and Spoken
- **Arabic** Beginner in written and Spoken
- **Urdu** Fluent in written and spoken

INTERNSHIP

Core link Software House Peshawar March 2021 -August 2021

- Involved in complete migration of end user to windows10
- Identifying diagnosing and resolving issues in computer hardware and software in system such as laptop and work station.
- Servers’ management backup and troubleshooting
- Wireless network configuration
- Access points configuration
- Hardware Installation
- Software Installations

EXPERTISE

- Skilled in maintaining accurate stock levels, managing inventory movements, and conducting periodic audits.
- Skilled in overseeing network infrastructure setup, configuration, and ensuring robust security measures to safeguard IT systems.
- Expertise in system engineering, contributing to improved performance,
- Optimization of supply chain processes to enhance efficiency and cost-effectiveness in logistics management.
- Skills in logistics supervision, ensuring streamlined operations and efficient coordination for timely delivery of goods.
- Expertise in HRD strategies, contributing to a positive workplace culture, improved employee satisfaction, and enhanced performance.

STRENGTHS & CAPABILITIES

- Proficient in using warehouse and inventory software like SAP, Oracle, or custom ERP systems.
- Keen eye for detail to maintain accuracy and completeness in document handling and recording.
- Experience in receiving, storing, issuing, and dispatching goods with minimal error.
- Proficiency in implementing robust data security measures to protect sensitive information.
- Proficient in organizing, storing, and issuing materials using best warehousing practices and FIFO/LIFO methods.
- Effective coordination with procurement, logistics, and project teams.
- Flexible and adaptable to changing project requirements and priorities, ensuring successful project outcomes in dynamic environments.