

## **Personal Information**

**GHULAM MURTAZ**

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### **ADDRESS IN KSA:**

**Riyadh KSA**

**City in Saudi Arabia:**

### **Application For Post of:**

## **Store Keeper**

### **OBJECTIVES:**

**A position in well reputed and dynamic organization which offers good opportunities and challenging working environment, which returns would help me in building my knowledge and experience.**

**To associate myself with an organization that provides challenging atmosphere for growth and development.**

### **My Strengths:**

- Friendly, outgoing person adapts easily to various situations.
- Open to learn new skills and willing to work long hours, as required.
- Good communication and interpersonal skills.
- Takes pride in providing a high level of service.
- Enjoy problem solving and taking challenges.
- Good knowledge of MS Office (Excel, Word) and attendance management systems.
- Able to work under own initiative.

### **Work Experience:**

#### **East Coast Contracting G Trading L.L.C (United Arab Emirates)**

- 4 Years working Experience as a Store Keeper 2016 to 2019.

#### **Tranzum Courier Service (TCS CARGO Company Pakistan)**

- 5 years' Working Experience Store keeper in Pakistan. (2020 to 2024).

### *Responsibilities:*

- Regular monitoring and analyzing different kind of tools and materials.
- Responsible in receiving & checking of Asset & materials delivery form Supplier, duties to check the quantity & Quality of item received, as per purchase order description and specification required.
- File maintaining for all outgoing /incoming Assets & material.
- Assets & Materials Inventory and Monitor Stocks Availability.
- Responsibility for Weekly and monthly Assets & Materials Report to Warehouse Manager.
- Arranged and segregate materials in their corresponding location.
- Manage **inventory** levels through regular cycle counts and **audits** to ensure **accuracy** and compliance with company standards · Receive, inspect,
- A storekeeper is responsible for **managing inventory, organizing and maintaining stock**, receiving and dispatching goods, keeping records of transactions.
- Storekeepers manage **store** operations, ensuring inventory safety and security. They closely monitor inventory levels and transactions to maintain adequate stock.
- They ensure the store is kept clean, organized, and presentable, which includes sweeping, dusting, and arranging items.

### *PERSONAL INFORMATION:*

- |                              |                            |
|------------------------------|----------------------------|
| • <b>Name: -</b>             | <b>Ghulam Murtaza</b>      |
| • <b>Date of Birth: -</b>    | <b>02-06-1985</b>          |
| • <b>Nationality: -</b>      | <b>Pakistani</b>           |
| • <b>Domicile: -</b>         | <b>Bahawalpur (Punjab)</b> |
| • <b>N.I.C No: -</b>         | <b>31205-5669506-5</b>     |
| • <b>Marital Status: -</b>   | <b>Married</b>             |
| • <b>Transferable Iqama-</b> | <b>2604738563</b>          |

### *Passport Details:*

- |                      |                  |
|----------------------|------------------|
| • <b>Passport No</b> | <b>BW0975062</b> |
| • <b>Issue Place</b> | <b>Pakistan</b>  |

### *QUALIFICATIO:*

- **B. Com**
- *Installation of Hardware and Software as per the office requirements.*

#### **INTERESTS AND HOBBIES:**

*Hobbies include anything to do in arts, poetry, reading historical books, philosophy and all religious books. Enjoy and actively participate in a wide variety of sports, and creative activities.*

#### **COMPUTER SKILLS:**

- **Hardware**
- **Microsoft Office**
- **Software**
- **Power point**
- **Internet-E-Mail**
- **ERP (E-Promise)**
- **IBM-Maximo**

#### **Language Known:**

- **English – Urdu**

#### **Declaration:**

- The above-mentioned details are true to the best of my knowledge and given a chance. I shall discharge my duties to the entire satisfaction of my superiors.
- Hope that credentials satisfy your requirement and looking forward for further contacts.