

Waseem Gul

Store In Charge / Warehouse Supervisor



Profile:

Detail-oriented and highly organized Storekeeper with over [12] years of experience in inventory management, warehousing, and supply chain operations. Proven track record of optimizing stock levels, improving warehouse efficiency, and maintaining accurate records. Adept at utilizing inventory management software and barcoding systems to streamline operations and reduce discrepancies. Skilled in implementing health and safety protocols to ensure a safe working environment. Strong problem-solving abilities, excellent communication skills, and a commitment to exceptional customer service. Seeking to leverage expertise in a dynamic role to contribute to Urbacon Qatar and Saudi operational success

CONTACTS

Saudi Arabia, Riyadh
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Nationality

Pakistani

Language

English, Arabic, Urdu, & Pashto

Date of Birth

March 1, 1990

Marital Status

Married

SKILLS

Negotiation
Capacity to Absorb Pressure
Team Player
Presentation
Problem Solving abilities
Leadership experience
Work Ethic
Organizational Skills

EDUCATION Bachelor Of Commerce - Allama
Iqbal Open University Islamabad - 2011

WORK EXPERIENCE :-

Working as a Store In Charge / Warehouse Supervisor

Nov 2023 to Present

**High Density Neom Office Project
Successfully handed Over Nov-2024**

Company: Urbacon Saudi Trading & Contracting
Designation: Store In Charge / Warehouse Supervisor
Location: Saudi Arabia

Storekeeper

October 2019 – April 2022

**Doha Marriot Gulf Hotel,
Al Jeryan Project**

Company - Urbacon Trading & Cont. Qatar).
Designation: Storekeeper
Location: Qatar

Storekeeper

April 2022 to Aug 2023

TechnoGurad Trading

Company - TechnoGurad Trading
Designation: Storekeeper
Location: Qatar

Asst. Storekeeper

Feb 2012 to March 2017

**Banana Island Resort Project,
Hotan Farm,
Lusail Reclaimed Six Island Projects
Marine Works**

Company - Urbacon Trading & Contracting
Designation: Asst. Storekeeper
Location: Qatar

<u>Technical Qualifications & Trainings</u>	•Inventory Management Software: Proficiency in software such as SAP, Oracle, or QuickBooks for managing stock levels, orders, and data. •Microsoft Office Suite: Especially Excel for tracking and analyzing inventory data. •Arcoding and Scanning Systems: Familiarity with barcode scanners and inventory management systems. •Basic First Aid Course •Fire Fighting course •SAP Material Management
<u>Warehouse Management</u>	Training on best practices in warehousing, including layout optimization, safety protocols, and efficient storage solutions
<u>Inventory Control</u>	Techniques for tracking stock, managing reorders, and minimizing shrinkage. Training might include methods such as FIFO (First In, First Out) and LIFO (Last In, First Out).
<u>Health and Safety</u>	Training in occupational health and safety standards, including handling hazardous materials, ergonomics, and emergency procedures.
<u>Customer Service</u>	Skills for managing internal and external customer interactions, addressing discrepancies, and ensuring customer satisfaction.
<u>Operational Procedures</u>	Understanding standard operating procedures (SOPs) for receiving, storing, and dispatching goods.
<u>Financial Acumen</u>	Basic training in financial principles relevant to inventory, such as cost control and budget management
<u>Inventory Management</u>	Professional Experience
	Receive and inspect deliveries of construction materials and equipment, verifying quantities and quality against purchase orders.
	Organize and store materials in a manner that ensures easy access and minimizes damage or loss.
	Maintain accurate records of inventory levels, including tracking usage and reordering supplies as needed.
	Conduct regular inventory audits and reconcile discrepancies between physical stock and records.
<u>Material Handling</u>	Ensure proper handling, storage, and protection of materials and equipment to prevent damage and ensure longevity.
	Operate forklifts and other material handling equipment safely, if required.
	Coordinate with site teams to deliver materials to the appropriate areas of the construction site in a timely manner.
<u>Record Keeping</u>	Maintain detailed records of all materials and tools received, used, and disposed of, including documentation of any returns or exchanges. Prepare and submit reports on inventory levels, usage, and any issues related to materials or equipment.

<u>Procurement Coordination</u>	Collaborate with procurement teams to track the status of orders and ensure timely delivery of materials. Assist in the identification of suppliers and the negotiation of terms for procurement of materials and equipment.
<u>Health and Safety Compliance</u>	Ensure compliance with safety regulations and standards for the storage and handling of materials. Implement and enforce safety procedures to maintain a safe working environment on-site.
<u>Site Coordination</u>	Liaise with construction managers, site supervisors, and other team members to understand material needs and priorities. Support project teams by providing timely and accurate information regarding inventory and material availability
<u>Equipment Maintenance</u>	Monitor the condition of tools and equipment, ensuring they are properly maintained and repaired as needed. Report any equipment malfunctions or safety hazards to the appropriate personnel.
<u>Stock Control</u>	Monitor stock levels and initiate reordering of products when inventory reaches predefined thresholds. Handle stock rotation to ensure older items are sold first and minimize obsolescence. Report any discrepancies, damage, or loss of stock to management and take corrective actions as needed.
<u>Warehouse Operations</u>	Organize and maintain the warehouse layout to facilitate efficient storage and retrieval of products. Operate warehouse equipment, such as forklifts and pallet jacks, safely and according to guidelines. Ensure the warehouse environment is clean, organized, and free of hazards.
<u>Documentation and Reporting</u>	Maintain accurate documentation for all incoming and outgoing shipments, including delivery notes and inventory records. Prepare and submit reports on stock levels, discrepancies, and other relevant metrics to management. Support the auditing process by providing the necessary documentation and information as required