



MOHAMMED AZHARUDDIN
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JOB OBJECTIVE

***Seeking Assignments in Inventory Management with and organization of repute
Prefebely in Middle East***

**More than 10 years of experience in Procurement Management,
Inventory Management, & stores management working as a
Storekeeper**

- Accurate, superior written/oral communication and documentation skills
- Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
- Responsible for upkeep of various appropriate records of materials received.
- To issue materials only in required quantities against authorized requisition notes/material lists.
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.
- To ensure safe keeping both as to quality and quantity of materials.
- Keep records of items shipped, received, or transferred to another location (inter origination transfer)
- Timely loading , unloading shifting material as directed
- Check inventory records for accuracy
- To provide balance flow of the material
- Prepare documentation
- **Good Knowledge of ERP (MM Module)**

▪ EXPERIENCE CHRONOLOGY

**Associated with AL –FOUZAN TRADING & GENERAL CONTRACTING COMPNAY from
JAN 2008 to Till Date KSA. RIYADH**

Projects Undertaken:

With AL-FOUZAN TRADING & GENERAL CONSTRUCTION COMPANY

- Successfully Completed Projects National Guard Military Academy , RIYADH K.S.A
- Successfully Control and supervision of CENTRAL STORES OF IMAM MOHAMMAD BIN SAUD UNIVERSITY RIYADH KSA,
- Successfully Control and supervision of Central Stores Of Zamia University Hospital Project Dammam Till End Of March-2025

Projects Undertaken:

With East Delta Saudi Company,

Start Working In Above Company From Mar-25 In Different Projects Like tahliya Project, Hospital Project & SOUQ-7 Project JEDDAH To Till ,

Key Highlights:

With AI- FOUZAN TRADING & GENERAL CONT COMPNAY

- To Ensure Proper storage of all assigned materials
- Receiving and recording all incoming materials on daily basis
- Updating stock register on receipt and issue of material
- Regular checking of material to ensure Quality of Material
- To plan the layout of the stores and storage yards in consultation with project manager

Key Highlights:

With RK TRADING COMPNAY

- Organizing for inspection of incoming material for quality and inspect if necessary
- To co-ordinate with purchase department and suppliers for receipt of materials
- To obtain material requirement plan
- Timely loading unloading shifting material as directed
- Provide documentary support for claims

EDUACTION QUALIFICATIONS

- Completed Higher Secondary School year 2004

IT SKILLS: Well versed, MS Office and Internet Applications.

PERSONAL DETAILS

- ❖ **Date of Birth** : 15th October 1986
- ❖ **Address** : Mohalla Karigaran Ward No: 20 Sikar (RAJ.)
- ❖ **Fathers Name** : HABIB KHAN
- ❖ **Languages Known** : English, Hindi, Arabic, Urdu
- ❖ **Passport No** : R2447476
- ❖ **Place of Issue** : JAIPUR

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