

## AIJAZ ALI

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Mobile  052-9384243



### Objective

Focused & goal-driven Storekeeper/Store Owner with strong work ethics, continuously striving for improvement coupled with a commitment to offering quality results. Abilities in handling multiple priorities with a genuine interest in personal & professional development. Quick learner & highly energetic with a keen aptitude for learning and applying new knowledge resourcefully



**Orient House**

For Development & Const. Co.

شركة  
**دارالشرق**  
للتطوير والإعمار

Abu Dhabi Tel: 02-4437879 Fax: 02-4438454 P.O. Box: 33000  
Sharjah Tel: 06-5363888 Fax: 06-5363861 P.O. Box: 67777

### Storekeeper

**Project: Explosive and Weapon Centre in Al Ain  
2019 To 2021**

#### **Responsibilities:**

#### **Key Functions:**

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

## Skill

- Knowledge of proper bookkeeping and inventory management
- Familiarity with standard concepts and best practices in a stockroom or warehouse environment
- Analytical mind with ability to make accurate mathematical computations
- Excellent written and verbal communication skills
- Competencies in data entry, analysis, and management
- Keen attention to detail and ability to effectively manage time
- Ability to safely and legally operate a forklift
- Skills to operate common office equipment
- Minimum of a high school diploma or equivalent
- 2+ years of experience in storekeeping, inventory control, or recordkeeping

## Personal Details

|                 |              |
|-----------------|--------------|
| Date of Birth:  | 14-Aug-1993  |
| Gender:         | Male         |
| Marital Status: | Married      |
| Nationality:    | Pakistani    |
| Passport No:    | GF1828291    |
| Visa Status:    | Transferable |

## Formal Education

|                                  |                                           |
|----------------------------------|-------------------------------------------|
| MA English                       | From Shah Abdul Latif University Pakistan |
| B.sc                             | From Shah Abdul Latif University Pakistan |
| DAE (Diploma Associate Engineer) | From Karachi Board Pakistan               |

## Courses & Education

AutoCAD (2D&3D) From IBA **University in Pakistan**  
**Accounting Course** from IBA **University in Pakistan**

## Hardware & Software

### Operating System Application

Window 10 & 11 XP,  
Microsoft office, Adobe Photoshop, Internet Browsing  
Hardware and software Installation, Networking Technical and Troubleshooting PC  
and Electronic Assumably.



Booklet Number  
**F4352811**



