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## ABDUS SAMAD

STORE KEEPER



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## OBJECTIVE

Dedicated and organized storekeeper with three of experience in inventory management and store operations. Adept at maintaining accurate records, optimizing storage space, and ensuring timely availability of products. Seeking a challenging position as a Storekeeper to contribute to the efficient functioning of a company.

## SKILLS

- Inventory Management
- Stock Receiving and Inspection
- Record-Keeping
- Warehouse Organization
- Quality Control
- Team Collaboration
- Communication Skills
- Problem Solving
- Attention to Detail
- MS office skill

## EXPERIENCE

### STORE KEEPER 2020 - PRESENT

- Oversaw the daily operations of the store, including receiving, storing, and distributing goods.
- Conducted regular stock checks to maintain accurate inventory records and identify discrepancies.
- Managed stock levels to ensure adequate supply and prevent stock outs or overstock situations.
- Inspected incoming shipments for quality and ensured proper storage and organization.
- Collaborated with the purchasing department to coordinate deliveries and replenishment orders.
- Utilized inventory management software to track inventory movements and generate reports.
- Operated forklifts, pallet jacks, and hand trucks to handle heavy or bulky items safely.
- Implemented quality control measures to ensure the integrity of stored items.
- Resolved inventory-related issues and addressed customer inquiries or complaints promptly.

## EDUCATION

- **BACHELORS OF SCIENCE IN PHYSICS**  
(2013-2017)  
Abdul Wali Khan University Mardan, kpk, Pakistan
- **BACHELORS OF EDUCATION**  
(2019-2020)  
Allama Iqbal Open University Islamabad