



RAMEES M A

PROFILE

Highly experienced Store keeper with an excellent track record of managing inventory and supply chain operations. Well versed in , SAP and MS Office Suite. Aspiring to contribute and work actively with in a growth-oriented organization where gained knowledge and experience can be shared and enriched.

EDUCATION

- BACHELOR OF COMMERCE
Calicut University (2011-2014)

CONTACT

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PERSONAL PROFILE

- Father's name : Abdul Kabeer
- Date of birth : 14.11.1991
- Nationality : Indian
- Visa Status : Visit visa

DRIVING LICENSE

Holding UAE and Indian License

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

EXPERIENCE

- STORE IN CHARGE 2021-2024
LULU GROUPS INTERNATIONAL | UAE
- STORE KEEPER 2018-2020
SAS GENERAL CONTRACTING COMPANY | ABU DHABI
- INVENTORY CONTROLLER 2015-2017
AL HUSSAIN GENERAL CONTRACTING COMPANY | ABU DHABI

DUTIES & RESPONSIBILITIES

- Support shipping and receiving, deliveries, coordinating stock documenting warehouse transactions, maintaining records, overseeing storage of surplus inventory and property for the company.
- Ensure that all goods received are stocked in the warehouse/storerooms; ensure the goods are received with the required supporting documentation (delivery notes, receiving reports & purchasing orders).
- Issuance of stock and inventory control; good housekeeping practices.
- Inspect materials before receiving and reporting it; take proper action to store the materials.
- Gather information about vendors and verify receipts and issuance of materials.
- Conduct checks between documented records and actual stock; investigate discrepancies where necessary and report to the concerned person.
- Refuse acceptance of damaged, unacceptable, or incorrect items and prepares purchase requisitions for the replacement of stock.
- Knowledge in standards of HACCP in storage practices.
- Maintaining stock status, updating all transactions on SAP inventory,
- Post all invoices using System (MIGO). Calculate inventory stock.
- Responsible for the day-to-day check on the storage facilities of upkeep and hygiene.

- Provides information to and assists stakeholders.
- Review existing stores' product offerings
- Perform consumer research to determine product demand
- Assist the Accounts payable clerk/ payable assistant in find out any cost discrepancies.
- Notify the store manager/ supervisor of any low stock levels.
- Oversees and administers the operations of Accounts, store, Inventory controller, identifies and verifies & issuing Cheques to merchandise.
- Handle all customers inquiries and requests

AREAS OF EXPERTISE

- Customer-Oriented.
- Communication skill.
- Documentation expertise.
- Merchandising.
- Strong decision making.
- Complex problem solving.
- Flexibility
- Organization.
- Relationship management

ADDITIONAL CERTIFICATES

- ADNOC Onshore requirements in safety zone facility (27/28/29-12-2018)
- ADNOC Onshore H2S Awareness & escape level (22-01-2019)