

YOUSUF SYED

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📍 Doha, Qatar.



COVER LETTER

Dear Sir

I am writing to you to apply for the role of WAREHOUSE / STORE INCHARGE. I believe I am the right candidate for Positions

Please refer to my enclosed resume for full details of my work experience and qualifications.

My current position has provided me with the chance to build and improve all the key skills related to this job.

I am also Hardworker, Panctual, Responsible with quick Learner. I have an attention to detail and I am 100% flexible with which shifts I work.

I believe my Experienced, skills and personality make me the perfect candidate for your WAREHOUSE / STORE INCHARGE role. I would love the opportunity to discuss this position with you further and I am available for a follow-up conversation at any time.

Thanks & Regards
Yousuf Syed
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OBJECTIVE

I am a skillful concious individual seeking an opportunity to do work in big Organization where I can utilize my skills and business studies background to the maximum and Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EXPERIENCE

10/2022 -
Present
Working...

FMM (Facility Management & Maintenance Company)

STORE INCHARGE (NATIONAL MUSEUM OF QATAR PROJECT)

- To keep the entire inventory under Safe Custody & Store as per prescribed guidelines of temperature humidity, cold chain etc.
- Put away materials and arrange as per FEFO (First Expired First Out), FIFO(First In First Out), LIFO(Last in First Out) principle in the pre-planned storage locations.
- Coordinate logistics support service, follow-up with suppliers for timely delivery of materials.
- Keeping eagle's eyes on the stocks of goods available in the store like Tools, Mechanical, Civil, Electrical, Fire and safety spare and consumables items, PPE & Uniform section of the store.
- Establishing professional relationships with Clients as well as Vendors and Suppliers.
- Coordinate the daily store activities and make sure physical count are matching with system count.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Ensure the safe loading/off-loading, handling and delivery of Hazardous Materials /Chemicals and ensure availability of MSDS (Materials Safety Data Sheet) while transporting.
- Keep safe and secure delivery of Chemical and Gases to destinations within Company designated locations.
- Generate daily & monthly stock reports as per management request.
- Handling mobile equipment within the Warehouse, such as, mobile forklifts, Overhead manlift, scissor lift, etc., are maintained and service records updated through monthly PPM. And ensure periodic third-party inspection is maintained.
- Updating all received and issue material in system (ERP)
- Follow the standard operating procedure (SOP).
- Periodically review min-max reports and complete the re-ordering process for maintaining optimum stock level. Complete transactions in Inventory module.
- Issue returnable and non-returnable gate pass of all outgoing materials.
- Monthly physical verification of raw material and other general store material on monthly basis and submit the audit report to management.
- Tracking inbound and outbound orders to prevent overstocking and out-of-stock (OOS).
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies, Auditing, etc.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.
- Observe health and safety regulations; maintain warehouse in a clean, safe, and orderly condition.

4/2016 -
6/2022

KTC LOGISTICS COMPANY
MAINTENANCE SUPERVISOR

- KTC Logistics Company is one of the most renowned transportation companies is connected to Orient Cement, Ambuja, ACC, Ultratech, Manikgarh, and other well-known cement manufacturing plants.
- My responsibility includes managing day-to-day operations of a company's work & Records Maintenance.
- Maintenance of all five cement manufacturing plants Transportation work (Ambuja, ACC, Ultratech, Manikgarh, and Orient cement) and transportation of cement to different sites.
- Monitoring of all tasks and documentation, including daily account ledgers, dispatch, shipment, receiving amounts, Audit, QTY shortages, Employee salaries, and All employee details.
- I coordinate daily interactions both inside and outside with all relevant departments, including accounting, operations, vendor, dispatcher, manufacturers, personnel, and management, to ensure seamless operations and documentation.
- Conduct Audit of all Cement Transportation Bills and Bills Payment of first week of every month.
- I monitor the Loading, quantity and freights to all destinations.
- I was Build solid relationship with all staff, Vendors and Manegement.
- I handle a variety of tasks, including keeping track of driver's licenses, Gps tracking, Insurance, Challans, Fuel, and Vehicle details.
- I have strong Organizational skills, which allow to manage multiple projects at once.
- Maintenance of all File documents in physical and digital records.
- Maintain updated records of all Factories orders, Retailers, Suppliers, Vendors & Management.

07/2008 -
01/2016

APOLLO PHARMA
STORE INCHARGE

- I was employed by Store Incharge, a division of Apollo Hospital Enterprises LTD.
- To keep the entire inventory under Safe Custody & Store as per prescribed guidelines of temperature humidity, cold chain etc.
- Receive, unload, and process incoming stock and materials.
- Keep records of items shipped, received, or transferred to another location.
- Operate and maintain Store equipment.
- Prepare and complete orders for delivery or pickup according to schedule in the Store.
- Follow safety regulations and maintain a safe work environment.
- Load, unload, and move products and materials by hand or with basic material handling equipment.
- Monitor stock levels and report discrepancies, Excess, Damage, Expired products if any.
- Keep records of items shipped, received, or transferred to another Shop location.
- Communicate with suppliers, customers, and transport companies.
- Maintenance of Inventory & all Registers like Inventory Receiving, daily sales, Daily shop wise customer contact, shortage,
- Maintenance of Short, Expired, Audit file, Shipment, All bounced register etc.
- Concentrate on packing, picking and shipping process, performing the actual picking of goods, transferring to staging area.
- Materials Posting on ERP everyday (FIFO), Weekly Sending Material Stock Report.
- Staff counseling, guide, maintenance of Daily duty roster and duty timing adjustment, Leaves, day off etc..

EDUCATION

Nov/2007

Osmania University
Bachelor Degree (B.sc)
62%

Nov/2012

J.J COLLEGE OF PHARMACEUTICAL SCIENCE
DIPLOMA IN PHARMACY
65%

COMPUTER SKILLS

- Software. : Account (Tally Erp9), AX-Microsoft, Oracle
- Operating. : MS Office(Ms- Word, Ms-Excel, All Computer operating) .
Computer Hardware, computer Parts replacement.
- Internet : Sending / Receiving Mail, Web sites Browsing.
- Typing Speed. : Nearly 45-55 wpm.

STRENGTH

- Ability to work Under pressure, Self Motivation
- Good communication,. Team Work
- Cash & Inventory Control

LANGUAGES

- English, Hindi, Urdu & Telugu

ADDITIONAL INFORMATION

PERSONAL DETAILS:

Name : YOUSUF SYED
Father's Name : Syed Khaja RahmathUllah
Date of Birth. : 20-01-1985
Nationality. : Indian.
Marital Status : Married

DECLARATION

- I here declare that the above information is given that is true to the best of my Knowledge.

Date:

Place:

YOUSUF SYED