



# Ahammed Ishaque

## Store Keeper/Supervisor

### PERSONAL SUMMARY

Organized and experienced store supervisor/storekeeper, expert in maintaining the flow of goods to ensure accurate merchandise inventory. Key skills and qualifications include:

- Accurate, superior written/oral communication and documentation skills.
- Efficient to manage multiple tasks.
- Diploma in Automobile.

Al qaseem House  
Arakinar, Calicut  
673028

M: 9645909198  
E: ashikusman1212@gmail.com

### CAREER PROFILE AND EXPERIENCE

#### Green Mountain Recycling Company LLC-Dubai-UAE

**Store Keeper**  
Jan 2019-Present

#### Duties

- Maintaining diesel consumption on daily basis.
- Management of consumable/non consumable items supply
- Reporting monthly production details.
- Maintained the budget of all the expenditures incurred and presented same to store managers.
- Ensure an appropriate monitoring and evaluation on production cum sales procedures.

#### JK Furniture Riyadh-KSA

**Document Controller/Store  
In-Charge**  
2016 – 2018

#### Duties:

- 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.
- Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.

#### Eram Motors-Mahindra Calicut-India

**Spare Parts Executive**  
2015-2016

#### Duties:

- Monitoring optimum inventory level of parts
- Analysis of parts consumption based on consumption trend.
- Planning of parts order based on consumption and future requirements.
- Parts orders in co-ordination with workshop and follow up.
- Initial vehicle spare parts ordering for new models.
- Attending to customer queries on parts requirement.



#### Marina Motors-TATA Calicut-India

**Spare Parts Executive**  
2014-2015

#### Duties and responsibilities:

Report direct to the head of department who is the overall in-charge of the Supplies Stores and have the same duties and responsibilities on a higher level who in turn reports to the head of material management.



## SOFT SKILLS

*Communication skill*

*Work under pressure*

*Requirements gathering*

*Analytical skills*

*Administrative support*

## INTERESTS

*Football, Travelling*

DOB: *08<sup>th</sup> April, 1990*  
Passport no: *L2801971*  
Visa status: *Visit Visa*  
Nationality: *Indian*  
Marital status: *Married*

## TECHNICAL EXPERTISE

**'Business Professional Programmer'** (O'Level) from DOEACC



**'Automobile Service and Maintenance Technology'** from GEEDEE  
AUTOMOBILE TRAINING INSTITUTE-Coimbatore.

**Management tools:** MS Office, IT tools and Business, Internet Technology and Email.

## ACADEMIC QUALIFICATIONS

- **Diploma in Automobile** from Government of Kerala Technical Education (2013).
- Higher Secondary Education, Commerce Stream with Computer Application from Board of Higher Secondary Examination, Govt. of Kerala in 2008.
- Secondary School Education from Government of Kerala-2005.

Letters of recommendations or experience certificates are available upon request.

I hereby declare that the information furnished above is true to the best of my knowledge.

Ahammed Ishaque