



DILSHAD M

Store Keeper

PERSONAL PROFILE

I step forward with my skills and abilities for an organization, where there is a potential growth and recognition to put in maximum contribution, so i can utilize my knowledge and experience for the development and growth of the company in the field of inventory management.

Work Experience

Store Keeper

National Refreshment Co. LLC | March-2022

Duties and Responsibilities

- Maintain receipts, records, and withdrawals of the stockroom
- Receive and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labelling 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.

Buying Coordinator

Lulu Group Intl. Oman | Nov 2019 -Mar 2020

Duties and Responsibilities

- Create and Send Purchasing Orders
- Research and Evaluate Suppliers
- Monitor Purchases through the Delivery Process
- Evaluate Supplier Performance
- Assess products, services, and vendors
- Develop and implement recommendations for supply chain management optimization
- Conduct product and service quality appraisal
- Managing Stock Levels.

CONTACT ME AT

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☎ +971 522309188

📍 Residential Address:
403 Sheikh Zayed Rd - Al
Quoz - Al Quoz 1 – Dubai
United Arab Emirates

PERSONAL DATA

Nationality : Indian
Gender : Male
DOB : 19/07/1989
Marital Status : Married
Passport No : U3042863
Passport Expiry : 09-08-2030
Visa Status : Residence

LANGUAGE KNOWN

📖 English: Read,Write,Speak
📖 Hindi:Read,Write,Speak
📖 Malayalam: Read,Write,Speak
📖 Arabic: Read

Store Keeper

Lulu Group Intl. Oman | Nov 2014 -Nov 2019

Duties and Responsibilities

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ACADEMICS QUALIFICATION

- 2012-Graduated in BA Economics-University of Calicut-Kerala
- 2007-Plus Two-Board of Higher Secondary Education-Kerala
- 2005- Matriculation - State Board of Secondary Education-Kerala

KEY SKILLS

- Fluent English.
- Good Communication Skills.
- Good Reporting Skills.
- Self -Motivated and Hardworking

COMPUTER SKILLS

- Windows 10
- Proficient in MS Word, Power Point and MS Excel & Outlook
- SAP - Me21n
- LFS- Warehouse Management System
- Dolphin

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

DILSHAD M