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Summary

Focused & goal-driven Storekeeper with strong work ethics, continuously striving for improvement coupled with a commitment to offering quality results. Abilities in handling multiple priorities with a genuine interest in personal & professional development. Quick learner & highly energetic with a keen aptitude for learning and applying new knowledge resourcefully.

Experience



Storekeeper

Arabian FAL Company

Jan 2019 - Mar 2022 (3 years 3 months)

- Manage inventory/supplies and ensure they are within the established minimum and maximum levels.
- Take delivery of all incoming materials and reconcile with purchase orders.
- Responsible for stock rotation and coordinate the disposal of surpluses.
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom.
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals.
- Send weekly stock status report to project management.



Storekeeper

Diversified Lines Petroleum Services - DLPS

Sep 2013 - Jul 2018 (4 years 11 months)

- Effectively manage the day-to-day operation of the warehouse.
- IN charge of Receiving/Checking/Stocking & Issuance of WH materials.
- Post all invoices using the MMS - Material Management System.
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate.
- Periodically inspect and organize the store's property.
- Prepare weekly inventory movements report and conduct system reconciliation to assure records accuracy.

Education



King Faisal University

Bachelor's degree, Business Administration and Management, General

Skills

Inventory Management • SAP Materials Management (SAP MM) • Data Entry • Communication • Teamwork • Problem Solving • Oracle Warehouse Management • Microsoft Excel • Merchandising • Microsoft PowerPoint