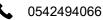
Hussein Al Sulais

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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