



# IBRAHIM BABU DEEN MOHAMED

Storekeeper

## CONTACT ME

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UAE  
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## EDUCATION

Draughtsman (Civil)  
Tamil Nadu, India  
2004

## SKILLS

- Creative
- Team Work
- Communication
- Micro Soft Office
- Vpact ERP

## PROFESSIONAL

- Inventory Control
- Reports
- Inventory Monitoring

## LANGUAGE

- English,
- Tamil
- Hindi

## PROFILE

I have 8-Year experience as a store in charge and 3-Year experience in site supervision and draughtsman. Keen to find a challenging position within a successful and dynamic organization where I will be able to continue to develop my supervisory skills and I have a good knowledge of storekeeping & architectural design drawings. So, I am expecting a job that meets my talents & qualification and showing my proficiency and improve my career, as Storekeeper

## WORK EXPERIENCE

- Storekeeper 2021-2023  
**Reliance Trading Centre, UAE**
- Storekeeper 2019-2021  
**ARC Engineering, UAE**
- Storekeeper 2017 - 2019  
**Gulam Ali Ahmad Interior, UAE**
- Civil Site Supervisor & Storekeeper 2011-2016  
**Saudi Ceramics, Saudi Arabia.**

## DUTIES

- General control over all activities in stores
- Ensuring safe keeping both as quality and quantity of materials
- Maintaining proper records of materials
- Informing the requisitions for the replacement of stock of all regular store items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof
- Check and receive purchased materials forwarded by the receiving party and arrange for the storage in appropriate places
- Issuing materials only in required quantities as per material lists
- Check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues
- Project scheduling and monitoring as per CPM chart and report to project manager
- Attending meetings and competently communicating with Clients, Contractors and major asset owners and stakeholders
- Utilize the man and materials
- Dealing with clients, consultants and contractors
- Reconciliation of materials supervised the construction activities
- Exercising weekly & daily reports

I, hereby assure you that the above information's true to the best of my knowledge & belief. I assure that I will work to the best of your satisfaction.

IBRAHIM BABU