

SAJID SHEIKH

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Email : sheikhsajid2014@rediffmail.com
Date of Birth : 4th December 1977
Nationality : Indian (State Karnataka)

Languages known	: English Hindi and Kannada
Marital Status	: Married
Gender	: Male
Visa Status	: Employment Visa



WORK EXPERIENCE

MEGA STAR PACKAGING MATERIALS LLC, UAE: [Sept-2024 -Present]

WAREHOUSE STOREKEEPER:

- Taking invoices & delivery note copy from the sales team. And delivery to the customers as per customer Requested Quantity. And sending the materials in the company vehicle to their destination.
- Before sending the materials to the customer physically checked whether the materials are delivered as per invoices and delivery quantity.
- Daily physically checking all incoming and outgoing materials as per invoice and delivery quantity.
- Entering all incoming and outgoing going invoices and delivery note items in the system.
- Daily physically checking all items' stock.
- Making a Purchase Request for item's Required.
- Preparing inventory Reports of all incoming and outgoing materials and entering in the system and sending to sales department, purchase department, accounts department through mail and in WhatsApp group.

MK AGROTECH PVT LTD, MYSORE, INDIA: [May-2022 To Jan-2024]

WAREHOUSE SUPERVISOR:

- Prepare dispatch and pending reports in MS Excel, ensuring timely updates for the logistics head and sales team.
- Actively monitor inventory levels and maintain accurate stock records to enhance supply chain efficiency.
- Promptly report missing or damaged items to the inventory team, ensuring quick resolution.
- Upon receiving sales indents, assess stock availability and forward requests to the dispatch team for invoicing and E-Way bill processing, including vehicle photos.
- Efficiently prepare Stock Transfer Orders (STOs) for warehouse needs after obtaining invoices and E-Way bills, ensuring prompt dispatch to distributors.
- Scan and send duplicate invoice copies from distributors to the Accounts Department while maintaining organized files.
- I keep essential documents such as the Expense Sheet, Diesel Filling Report, and Drivers' Bata Report in MS Excel format.
- Weekly, compile and deliver a batch-wise stock report to the inventory team.
- Generate a list of damaged, non-moving, or near-expiry items for management approval before returning them to the main plant.

ALUMINIUM & LIGHT INDUSTRIES CO, SHARJAH. (ALICO),U.A.E :[Feb-2016 to Jun-2021] STORE KEEPER:

- Receive, store items as per material requisition and purchase orders, ensuring accuracy.
- Inspect received items and generate a Goods Received Notes report.
- Organize and store items in designated locations for easy access.
- Verify company materials delivered to the site, checking quantity and quality against purchase orders.
- Ensure accountability for tools issued to workers.
- Maintain and record files for incoming and outgoing materials.
- Supervise the team in shifting materials to their proper locations.
- Monitor inventory and stock availability to prevent shortages.
- Prepare and send weekly and monthly inventory reports to the department head.
- Generate delivery notes and gate passes for returning damaged or non-usable items to the factory.

**ACE Group, Hamriyah Free Zone, Sharjah, U.A.E. (Mar 2015 - Dec 2015):
STOREKEEPER:**

- Efficiently received and inspected incoming materials, ensuring accuracy with purchase orders and documenting any discrepancies to streamline operations.
- Managed intra and inter-campus deliveries of surplus furniture and merchandise, keeping precise records to enhance accountability.
- Handled the secure storage and destruction of confidential files, ensuring compliance with privacy standards.
- Coordinated returns of canceled and damaged items to vendors, fostering strong vendor relationships.
- Delivered and set up furniture for campus events, enhancing the overall experience.
- Ensured safe storage and transportation of hazardous materials in adherence to regulations.
- Maintained an organized warehouse and storage area, improving workflow and accessibility.
- Compiled regular reports to provide insights that informed management decisions.

**SAI RADHA DEVELOPERS, UDUPI, KARNATAKA, INDIA:
[Jan 2000 to Aug 2007] and [Jul 2010 - Dec 2014]**

STORE KEEPER: As Storekeeper at Sai Radha Developers, I was instrumental in enhancing operational efficiency:

- Ensure the smooth flow of goods in the warehouse by receiving, checking, and safely storing incoming products. Conduct thorough inspections for quantity, type, and quality to maintain high standards.
- Efficiently organized stock in designated areas and complete all inventory processes daily. Commitment to safety included maintaining tools and machinery and promoting a clean workplace.
- Supervise junior staff, monitor stock levels, promptly removed hazardous materials, and keep accurate records in both computer and manual systems, always ensuring seamless warehouse operations.

AL NABOODA LAING ‘O’ ROURKE, ABU DHABI U.A.E.: [Oct 2007 to Jun 2009]
STORE ASSISTANT:

- Supervising the storage and arranging stocks in terms of shelf life.
- Keep system and manual records of incoming and outgoing materials based on purchase orders and requisitions from the site as per the required date.
- Responsible for following up with the Procurement Department to identify hazardous materials Maintaining company store inventory asserts such as Power Tools, Hand Tools, Purchased Plants, and no mechanical plants.
- Conduct weekly and monthly inventory reports.
- Planning of store control system in-store

STRENGTHS & ABILITIES

- ❖ Excellent track record in store keeping.
- ❖ Hard working and highly motivated to surpass company expectations.
- ❖ Ability to learn quickly and independently to work with minimum supervision.
- ❖ Enthusiastic, creative detail –oriented team player with strong problem solving and organizational skills.
- ❖ Successfully implementing the inventory control system in the company.
- ❖ Successfully control the related jobs in a smooth and descent manner.
- ❖ Planning of store control system in stores.

EDUCATION & COMPUTER SKILLS

- ❖ S.S.L.C. from St. Mary’s High School, Karnataka Board, India.
- ❖ Diploma in Computer Application. MSOffice (Excel, Word), Internet & Email.

INTERESTS AND ACHIEVEMENTS

- ❖ Excellent performance and contribution to the health safety & Environment.
- ❖ Certificate of appreciation for being a part of Infrastructure-Roads, Utilities & LRT’s.
- ❖ Two-Million-man hours without loss time accident at Aldar Laing O’ Rourke, U.A.E.