**Store Keeper Resume Sample**

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| **YOUR NAME HERE BBA (Commerce) KIPS, Pakistan.**  **Email : 000-00-0000 : Address Here**   |  |  | | --- | --- | | Profile Summary:  Like to be a part of your esteemed organization that will utilize my Education, Experience and Problem Solving Skills and secure a Management Career Position. Organized and experienced store clerk/storekeeper Assistant, expert in maintaining the flow of goods to ensure accurate merchandise inventory. Key skills and qualifications include: Accurate, superior written/oral communication and documentation skills. Good knowledge of occupational hazards. | **<http://www.latestresumesample.com/wp-content/uploads/2016/10/images.jpg>** | |

Employement Portfolio:

Worked as…

“Hotel Store Keeper And Caretaker” In ABC Hotel Abu Dhabi

“Hospital Store Keeper” In City Hospital And Health Club, Sharjah

“Sub Supervisor” In A & B Construction Company, Abu Dhabi

“Store Assistant” In ABC Co.

Key Responsibilities:

As a Storekeeper/Construction storekeeper/Safety Storekeeper/Hospital Storekeeper/Store Clerk main responsibilities are,

Experience in Cover Note Dept. which includes track of cover note book, Missing cover note book or page from the book with intermediary or dealer.  
Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.  
Issued supplies as per the demand of the clients and maintained records of payments.

Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.  
Maintained the budget of all the expenditures incurred and presented same to store managers.  
Reported to Store Manager/Store Keeper on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.  
Monitored the functioning of store equipment and reported problems and failures to the supervisor.

Languages Known:

English, Urdu, Hindi

PERSONAL DETAILS

Date of Birth:                       29.01.1979

Nationality:                          Pakistani

Marital status:                      Married

REFERENCES

Will be furnished upon request