Adil Naaj

Storekeeper

O Delhi, DL 110055

omswithadil.in



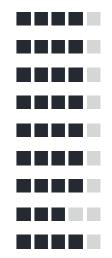
+971502404156

reachme@omswithadil.in

Seeking a full-time Storekeeper position, adept in inventory management, utilizing interpersonal skills, time management, and problem-solving abilities. Proven track record in meeting company goals through organized practices, thriving under pressure to enhance organizational success.



Inventory Management
Microsoft Office (Excel)
Tally ERP
Operating Computer
Use of AI for Performance
Strategic Planning
Client Communication
Staff Management
Planning and Coordination



Work History

Kasana Builders Private Limited, Noida, India

- Manage inventory of building materials including receiving, verifying, and organizing storage.
- Maintain accurate records of materials, quantities, and locations using appropriate documentation methods.
- Monitor stock levels, conduct regular stock checks, and report any discrepancies.
- Ensure all materials meet quality standards and handle them safely according to company policies.
- Coordinate with procurement teams to ensure timely availability of materials as per project requirements.
- Prepare and maintain reports on inventory levels, consumption patterns, and issues encountered.

- Maintain cleanliness and organization of the storage area and ensure equipment is properly maintained.
- Collaborate with warehouse and logistics teams to optimize inventory processes and support project timelines.

2017-06 - 2020-06 Assistant Storekeeper

CRC GROUP Noida, Noida

- Assist in managing inventory of building materials, including receiving, verifying, and organizing storage.
- Support in maintaining accurate records of materials, quantities, and locations using appropriate documentation methods.
- Help monitor stock levels, conduct regular stock checks, and report discrepancies as needed.
- Assist in ensuring all materials meet quality standards and handling them safely according to company policies.
- Aid in coordinating with procurement teams to ensure timely availability of materials.
- Assist with preparing and maintaining reports on inventory levels, consumption patterns, and issues encountered.
- Help maintain cleanliness and organization of the storage area and ensure equipment is properly maintained.
- Support warehouse and logistics teams in optimizing inventory processes and supporting project timelines



2014 B.com

Ccs University Meerut - Meerut

2012 Tally ERP 9.0

Dr. Bhimrao Ambedkar Institute, Meerapur. - Meerapur



Date of Birth: 22/10/1994 Nationality: Indian

Marital Status: Married Visa Status: Visit Visa

Gender: Male Passport: N5978474