


Adil Naaj

Storekeeper



 Delhi, DL 110055

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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.

Skills

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

Work History

2021-03 - 2023-08

Store Keeper

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



Education

2014

B.com

Ccs University Meerut - Meerut

2012

Tally ERP 9.0

Dr. Bhimrao Ambedkar Institute, Meerapur. - Meerapur



Personal Details

Date of Birth: 22/10/1994

Marital Status: Married

Gender: Male

Nationality: Indian

Visa Status: Visit Visa

Passport: N5978474