

Zahoor Ahmad

STORE KEEPER

W: <http://www.worky.com/zahoor-ahmad>

zahoor ahmad having 6 years excellent experience with well reputed companis in middlie east region.

Professional Experience

2008 - 2010 **ELITE CONTRACTING COMPANY - STORE KEEPER**

Inventory materials as received and issued. Provide material usage reports. Perform materials physical inventories. Develop and upgrade a computerized inventory. Generate critical materials reports. Participate in purchasing matters. Gather product and vendor information. Participate in the development of product specifications. Make and record limited purchases. Initiate and track limited purchases. Verify and receipt materials. Complete and process required records. Maintain records, files, and informational and technical catalogs. Obtain and/or prepare budgetary account and purchase status reports

2008 - 2010 **ELITE CONTRACTING COMPANY - store assistant**

DAILY RECIEVIN,ISSUIN OF MATERIAL VEIWING THE INVOCIES PURCHASE ORDER AND HANDLING ALL THE DUTIES ASSIGNED ME.

Education and Qualifications

2005 **Bachelor/Degree - IN CONSTRUCTION MANAGEMENT**

ASHWOOD UNIVERSITY
