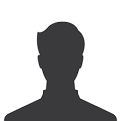
**YOUR NAME HERE**

****

**123-456-7890 |** [**E-mail**](mailto:youidhere@example.com) **ID | further Contact Info Address here  
Country**

Applied For: Storekeeper/Construction storekeeper/Safety Storekeeper/Hospital Storekeeper/Store Clerk

**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.

**Employment History:**  
**Worked as a "Hotel Store keeper"**

**"Hospital Store keeper"**

**"Construction Company Storekeeper"  
"Storekeeper Assistant"**

**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.

* Prepare Quotation for customer & as well for Intermediaries
* Make sure of policy dispatch on time
* Take care of Health dept filing process
* Keep fellow-up with Customer Service dept for timely dispatch of Health Card.
* Solve query raised by claim dept related to policy issue

**Educational Qualification:**  
B.B.A Commerce in Pakistan.

**Languages Known:**  
English,Urdu.

**Computer Skills:**  
Application Software like MS Office,

Tally 7.2, Internet, E-mail,

ERP System (like SAP)

**Personal Details**  
Father’s Name  
Date of Birth  
Languages Known  
**Declaration**  
I hereby solemnly declare that all the information given above is true as per my knowledge & belief.

Date-:  
Place-: