



MOHAMMED ZEESHAN

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STORE KEEPER ,ADMINISTRATOR AND JUNIOR ACCOUNTANT

PROFILE

A **Store IN charge** or **Administrator** oversees the daily operations of the store, including managing inventory, supervising staff, and coordinating procurement and distribution. They ensure that stock levels are maintained, oversee stock audits, and handle reporting. This role also involves administrative tasks such as budget management, record keeping, and liaising with suppliers and other departments. Strong leadership, organizational skills, and knowledge of inventory systems are key to succeeding in this role

WEBSITE:
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HOBBIES

MOVIES
GAMES

SKILLS

MS OFFICE
OODU
FOCUS
TALLY
RANCE LAB

LANGUAGES

English
Urdu
Hindi

PERSONAL DETAILS

Nationality: : India ,Hyderabad
D.O.B : Jan-1992
Passport : V9101386

EDUCATION

BACHELOR OF COMMERCE

MAY2012 - 2016

ACCOUNTANT AND TAXATION

2010 - 2012

WORK EXPERIENCE

MOEZ ALI TRADING LLC STORE KEEPER AND ADMINISTRATOR

JAN-2022 – TILL

A **Store Keeper** manages inventory, oversees the storage of goods, and ensures products are available and well maintained. Key responsibilities include receiving goods, tracking stock levels, issuing materials, and maintaining accurate records. An **Administrator** handles administrative tasks within an organization, such as managing office operations, scheduling meetings, maintaining documents, and supporting communication between departments. The role involves data entry, reporting, and ensuring smooth day-to-day operations.

While the Store Keeper focuses on physical goods and inventory, the Administrator handles office management and support functions. Both roles are vital for maintaining efficient operations within an organization.

KARACHI BAKERY AND CAFÉ STORE IN CHARGE

OCT-2018 TO NOV-2021

A **Store IN charge** is responsible for overseeing the overall operations of a store or warehouse. Key responsibilities include:

- **Inventory Management:** Monitoring stock levels, ensuring Proper storage and maintaining accurate inventory records.
- **Staff Supervision:** Leading and managing store personnel, Delegating tasks, and ensuring efficiency.
- **Procurement Coordination:** Ordering goods and managing Supplier relationships to ensure timely delivery of materials.
- **Stock Audits:** Conducting regular audits to reconcile physical Inventory with records and address discrepancies.
- **Reporting:** Preparing inventory and sales reports for Management.
- **Safety & Compliance:** Ensuring the store follows safety Protocols and complies with regulations.

KFC AMERICAN FOOD COMPANY TEAM MEMBER

MARCH-2016 TO JUNE 2018

A **Team Member** at KFC is responsible for delivering excellent customer service, preparing food, and maintaining a clean and organized restaurant. Their key duties include greeting customers, taking orders, handling payments, and ensuring food quality and presentation meet KFC standards. Team members also assist in cleaning the dining area, kitchen, and ensuring compliance with health and safety regulations. Teamwork and the ability to work in a fast-paced environment are essential for success in this role.