



**Falcon Multi Services Ltd**  
201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

## Personal Information

|                                  |                                 |
|----------------------------------|---------------------------------|
| <b>Candidate id</b>              | 6652                            |
| <b>Name</b>                      | Abdelrahman Shaban Mohamed Atea |
| <b>Date of Birth</b>             | 1996-05-14                      |
| <b>Salary (in USD)</b>           | 1200/Per Month                  |
| <b>Industry</b>                  | Production                      |
| <b>Sub Industry</b>              | Production Operator             |
| <b>Nationality</b>               | Egypt                           |
| <b>Primary Language</b>          | Arabic,                         |
| <b>Secondary Language</b>        | English,                        |
| <b>Total Years of Experience</b> | 5                               |

## Additional Information

|                                   |  |
|-----------------------------------|--|
| <b>Roles and Responsibilities</b> | <b>Additional Skills/Certification</b> |
|-----------------------------------|--|

managing and controlling all activities related to storing, receiving, and issuing goods within the warehouse. The role begins with receiving incoming materials, products, or equipment, checking their quantity and quality, and ensuring they match purchase orders, invoices, and delivery documents. Any damaged, missing, or incorrect items must be reported immediately to management. The Warehouse Keeper organizes and stores items in designated locations to ensure easy access and efficient use of space. Proper labeling and identification of materials are essential to maintain order and accuracy. Maintaining accurate inventory records is a key responsibility, whether through manual logs or computerized inventory management systems. Another important duty is issuing goods based on approved requests, ensuring that all outgoing items are properly documented and recorded. The Warehouse Keeper continuously monitors stock levels to prevent shortages or overstocking and informs management when reordering is required. Regular physical stock counts and participation in inventory audits are also part of the job. Additionally, the Warehouse Keeper ensures that the warehouse remains clean, safe, and well-organized at all times. This includes following health and safety regulations, handling goods safely, and using equipment correctly. The role also involves coordinating with other departments, suppliers, and delivery personnel to support smooth warehouse operations and efficient workflow

Strong organizational and time management skills  
Ability to maintain accurate inventory records  
Knowledge of warehouse operations and procedures  
Basic computer skills and experience with inventory systems  
Attention to detail and accuracy

## Education Summary

| Course | University | Passing Year | Country |
|--------|------------|--------------|---------|
| excel  | menofia    | 2019         | Egypt   |

## Career Summary

| Position    | Employer      | Country | From    | To      |
|-------------|---------------|---------|---------|---------|
| storekeeper | Jadeela steel | Egypt   | 01/2024 | 02/2026 |

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)