



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

## Personal Information

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

## Additional Information

Roles and Responsibilities	Additional Skills/Certification
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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)