

# IBRAHIM MOHAMED ABRAN

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SRI LANKAN NATIONAL |

VISA: TRANSFERABLE RP WITH NOC (QATAR)



## CAREER OBJECTIVE

Experienced Storekeeper and Inventory Specialist with over 3 years of dedicated experience in construction and engineering environments in Sri Lanka. Proven expertise in inventory management, materials handling, and warehouse operations. Skilled in maintaining accurate records, coordinating with multiple departments, and ensuring efficient stock control. Seeking to leverage my organizational skills and attention to detail in a Storekeeper or Inventory Management role.

## PERSONAL DETAILS

- Full Name : Ibrahim Mohamed Abran
- Sex : Male
- Passport Number : N10275750
- Nationality : Sri Lankan
- Date of Birth: 18nd July 2000
- Driving License in Sri Lanka : B4746110
- Civil Status: Single

## IT & PROFESSIONAL QUALIFICATION

- I have Completed Certificate in Financial Accounting\Advance Excel Course at Mind luster.com.
- I have Completed Certificate in Graphic Designing Course at Nanasala Kalmunai – in Sri Lanka.
- I have Completed Certificate in Counselling Course at Divisional Secretariat Nintavur – Sri Lanka.

## COMPUTER LITERACY

- Strong knowledge and experience on using Office Package (MS Office Word, Excel, PowerPoint, and etc.)
- Strong knowledge and experience on using Graphic Designing (Photoshop, Illustrator, InDesign, CorelDraw)

## LANGUAGE SKILLS

- Ability to Speak & Write and Read in English.
- Ability to Speak & Write and Read in Arabic.
- Ability to Speak & Write and Read in Tamil.

## WORKING EXPERIENCE

- Time Keeper / Store Keeper  
ABS Construction, Nintavur – Sri Lanka  
2021 – 2024
  - Managed complete inventory control system for construction materials, tools, and equipment across multiple project sites. Oversaw receipt, inspection, quality control, and dispatch of all incoming and outgoing materials. Maintained accurate documentation including Store Receipt Vouchers, Purchase Orders, and Material Requisitions. Conducted weekly and monthly stocktaking, preparing detailed inventory and scaffolding reports. Prepared purchase requisitions based on project demands and maintained optimal stock levels. Managed supplier documentation and coordinated with accounts department for timely payments.
- Document Controller/Management Assistant  
Jammiyyathul Ulama, Nintavur – Sri Lanka (2019-2021)
  - Prepared ledgers of daily income and expenses and submitted monthly reports to the accounts division. Maintained records of daily office expenses. Handled incoming and outgoing office communications and correspondence. Updated and maintained databases, including mailing lists, contact lists, and client information. Scanning, printing, archiving, and maintaining documentation logs and reports.
- Salesperson  
Multi book Shop Nintavur – Sri Lanka. (2024-2025)
  - One year of sales experience, focusing on understanding customer needs, delivering customized solutions, and driving business growth.

## ACADEMIC QUALIFICATIONS

- I have Successfully Completed G.C.E Ordinary Level (Year – 2017)/G.C.E Advanced Level Examination (Year – 2019)
- I have Successfully Completed Al – Moulavi Aalim (07 Years Islamic Studies) at East Ceylon Arabic College Addalaichenai – in Sri Lanka.
- I have Successfully Completed Diploma in Information Communication Technology E-Best Campus Kalmunai – in Sri Lanka.
- I have Successfully Completed Diploma in English Course at Jeffwoolar Educational Institute.
- I have Successfully Completed Ahadiyya Examination (Year – 2025)

I do hereby declare that all the particulars furnished above are true and accurate to the best of my Knowledge.