

ONE OF THE BEST PLATFOR FOR STOREKEEPER TRAINING

# Samrt Storekeeper



Website - [Sarfarazofficial.com](http://Sarfarazofficial.com)

हिन्दी - उर्दु में सीखे



A to Z



*Store Keeper*

TRAINING BY SARFARAZ

# Tell me about your self?

- Start with your Name
- Give your place Info...
- Education in short
- Then if you have job experience explained it.
- Finally family details also in short



## Example:

**My Name is Sarfaraz Ahmad, I live in Bihar, I have done B.Sc. along with Diploma in Computer and English typing. I have 3 years experience in construction company. I have 4 members in family.**

# Tell me about your work experience?



- My 3 years of experience have prepared me well for this position.
- I spent three years working in a construction company.
- I have a lots of knowledge in this field.
- Like – Materials handling
- Review timeliness of scheduled deliveries
- Track inventory levels & Work as inventory controller.
- Ensure that facility equipment is properly maintained
- Receives and inspects all incoming materials and reconciles with purchase orders.
- Good knowledge of emailing, communication, written and spoken English.
- Determine and track most important warehouse KPIs.
- Preparing daily issuance report, Daily receiving report, Weekly report & Submit to the Management.
- Keep records of items shipped, received, or transferred to another location
- Train, guide and evaluate new warehouse workers.

# Why do you want to work in our Company?



- RELATE IT TO YOUR LONG TERM CAREER GOALS
- EVERYONE WORKING TO ACHIEVE THE CAREER GOALS

**Sir, It will proud filling for me to working in a reputed company.**

it is a great privilege for anyone to work in a reputed company like yours, when I read about your company I found that my skills are matching your requirements, where I can show my technical skills to contribute to the company growth.

# What are your strengths?



- **Adaptability**
- **Hardworking**
- **Honest**
- **Flexibility**
- **Optimistic**
- **Fast Decision Making**
- **Persistence**
- **Self Motivated**

## ❖ **Example:**

I am a honest, self motivated and hard working boy along with positive attitude, Towards my career and my life.

# What are your weakness?



- Impatient
- Straight forward
- Sensitive
- More Talkative
- Trust on anyone very quickly
- I can not say no when someone ask for help
- Take decisions very quickly
- Gets nervous when talk to strangers
- To Speak lie / Speak False

## ❖ Example

I can not say no when someone ask for help and I am a bit lazy about which I am not Interested.

# Why you are looking for a job change?



- ✓ Always Start with thanks, Like – Thanks to previous organization.
- ✓ Now explain what you learn from your past company job experience.
- ✓ Also, Relate to career goals

## ❖ Example

I am thankful to my previous organization because I have learned a lot of things from there. According to me changes are necessary for everyone to enhance your skill, Knowledge and for personal growth and financial growth, your organization is the good platform where I can learn more.



# What are salary requirements?



- **Never share your salary requirement as a fresher**
- **Experience Candidate can share their expected salary**
- **Always say as per the norms for the job**



## ❖ Example

I am a Fresher, Salary is not priority for me. This is a big platform to start my career and I also want to improve my knowledge and skills and gain experience, So I expect a considerable of salary according to my ability and your company's norms which will fulfill my economical needs.

# What are your Career Goals?



## These are only two points

- Short term goals
- Long term goals

### ❖ Example

- ✓ My short term goal is get a job in reputed company where I can utilize my skills and improve my career path.
- ✓ My Long term goal is to be in respectable position in the organization.

# Do you have any question to ask me?



## ❖ You can ask him about company.

- Salary Structure ( What is the salary structure in your company )
- Job Training
- Job Location
- Overtime Allowance
- Transport Facility's
- Accommodation Facility
- Food Allowance
- Training Periods
- Working Hours and Break Time
- Vacation

## ❖ Example

Thank you sir for giving me this opportunity, I would like to know about the job timing and transport, food allowance, job location, annual vacation and salary scale for this job in your organization.

# **JOB AND RESPONSIBILITIES**

**Materials Handling, Storage.**

**Review timeliness of scheduled deliveries.**

**Track inventory levels & Work as inventory controller.**

**All Asset Product Receipt Credit,  
Asset Initial location, Movement, Transferal.**

**Receiving moving checking and storing all  
Incoming goods**

**Preparing daily issuance report,  
Daily receiving report, Weekly report &  
Submit to the Management**

**Update all Stock - Goods  
Out and In Bin Card / Stock Card along with excel.**

**Communicate and collaborate with other  
team members.**