**CURRICULUM VITAE**

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**DIPAK**

***C/o 0503718643***

[Dipak.205511@2freemail.com](mailto:Dipak.205511@2freemail.com)

**POSITION APPLIED FOR: Sr. Storekeeper / Camp Boss / Doc. Controller/ Asst. Purchase officer**

**CAREER OBJECTIVE:** To seek an active, challenging and interesting position in a professional organization where my experience, creative and academic potential can be utilized to the fullest for the achievements of goals, mutually beneficial to the organization and myself.

**PERSONAL PROFILE:** S.L.C with over 7+ Years of experience, including the last 5+ years in U.A.E, running experience as a Document Controller with M/s Orient House for Development & construction co. LLC, with 3 years as a Sr. Store keeper with M/s. Trojan General Contracting L.L.C. Abu Dhabi, 2 Years as a Sr. Store Keeper with M/s Saqer Engineering & Contracting Enterprises L.L.C Dubai, 2Years as a Workshop Storekeeper With M/s, AL-Tawi Company K.S.A.

**EMPLOYEMENT HISTORY:**

**ORIENT HOUSE FOR DEVELOPMENT & CONSTRUCTION CO. LLC (ABU-DHABI, UAE)**

* **Document Controller**

**(25TH September 2013 – Up to Date)**

**Company Profile:** Engaged in Construction, spread all over U.A.E, is a premium civil and Contraction Company executing diverse construction projects ranging from High Rise Towers and Villas is one of the fastest growing corporate conglomerates in UAE.

**PROJECTS:**

 **Design, Construction, Completion & Maintenance of Infrastructure, 60 villas and Mosque in Bida’a Al Mutawa-Western Region-Abu Dhabi**

**DUTIES & RESPONSIBILITIES:**

* Maintenance and control documents by registering hardcopy & softcopy files.
* Submit all kind of documents and submittals to Consultant & Acknowledgement.
* Make sure that all incoming document and submittal approval from Consultant are being distributed to all concern staff.
* Updating of Submittal Logs and all documents properly.
* Filing, keeping important files & master files and properly handed over to the site secretary.
* Prepare and manage Memorandum, correspondences, reports and documents.
* Responsible for receiving, circulating and recording all incoming and outgoing faxes, emails and hand deliveries
* Weekly Stock Statement (Stationary Item) need to be send to Head Office

**TROJAN GENERAL & CONTRACTING LLC**

**Abu Dhabi (U.A.E.)**

* **Sr. Storekeeper**

**(7th August 2010 – 20 September 2013)**

**COMPANY PROFILE:** Engaged in Construction, spread all over U.A.E, South Africa & Afghanistan, is a premium civil and Contraction Company executing diverse construction projects ranging from High Rise Towers and Villas is one of the fastest growing corporate conglomerates in UAE & International Market.

**PROJECTS:**

* **2000 Government Villas with Associated Infrastructure works at Ain Al Fayda (502/12) Project, Al Ain, UAE**

*Client : - M/s. Abu Dhabi Urban Planning Council*

*Consultant : - M/s. Al Salaam Consulting Architect Engineers & Planner*

*(****2nd February, 2013 to 20 September, 2013***

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* **Institute of Applied Technology (IAT-110/10) Project,**

**Abu Dhabi, UAE**

*Client : - Command of Military Work (CMW)*

*Consultant : - M/s. Syrconsult Engineering LLC, Abu Dhabi*

***(7th Aug, 2010 to 31st Jan, 2013)***

**DUTIES & RESPONSIBILITIES:**

* Maintaining and keeping proper record of stock items.
* Making order for materials as per requirement.
* Follow up with suppliers for the delivery of the order materials.
* Taking proper care for the materials and equipment’s
* Making monthly stock statements and inventory.
* Make sure that the materials available on time as per sites requirement.

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**SAQER ENGINEERING & CONTRACTING ENTERPRISES LLC. Dubai (U.A.E.)**

* **SR. Storekeeper**

**(23rd March 2008 –05th August 2010)**

**COMPANY PROFILE:** Engaged in Construction, spread all over UAE, is a premium Civil and Construction Company executing divers contraction projects ranging from High Rise Towers and Villas, is one of the fastest growing corporate conglomerates in UAE.

**PROJECTS:-**

* **Al Duja Tower Project (2009-2010)**

***(3rd September, 2009 to August, 2010)***

* **Al Asmawi Project**

***(26th March, 2008 to 2nd September, 2009)***

**DUTIES & RESPONSIBILITIES:**

* Maintaining and keeping proper record of stock items.
* Making order for materials as per requirement.
* Follow up with suppliers for the delivery of the order materials.
* Taking proper care for the materials & equipment.
* Making weekly stock statements and inventory.
* Make sure that the materials available on time to site.

**Al Tawi Company Bisha city, k.s.a**

* **Workshop storekeeper**

**(21st March 2005 –01st February 2007)**

**COMPANY PROFILE:** AL Tawi Company is Concrete Products Company & Road Construction in All over the Bisha city & Zedda City.

**DUTIES & RESPONSIBILITIES:**

* Making report for all vehicles and recording for maintenance service purpose.
* Responsible for all kinds of vehicles and equipment’s.
* Supervising the entire person handling equipment’s and vehicle to ensure the proper usage.
* Handling all the requisition which related to other departments.
* Responsible for making weekly & Monthly invent for all the equipment’s and materials of the company.

**ACADEMIC/PROFESSIONAL EDUCATION**

* S.L.C. from Shree Adrash secondary school (Nepal)
* Frist aid awareness trading from Midriff Security & Safety Consultants Dubai U.A.E.

**IT SKILLS**

* Basic Computer Application, (Microsoft Word, MS Excel, Outlook-Very much comfortable with MS-Office)

**PERSONAL ATTRIBUTES**

* A flexible professional who enjoys learning new skills and is ready to adapt to changes.
* Team player in a professional team of a resourceful organization.
* Initiative and responsible attitude towards job.
* Quite confident of handling any type of job, but strongly believe in team work.
* Excellent Inter-personal & Communication skill.

**PERSONAL DETAILS:**

**Date of Birth : 24, Aug-1984**

**Nationality : Nepali**

**Gender : Male**

**Marital Status : Married**

**Language Known : Nepali, English, Hindi & Arabic**

**Religion : Hindu**