**Khaleequr**

[**Khaleequr.229517@2freemail.com**](mailto:Khaleequr.229517@2freemail.com) ****

***Applied for***

**Purchaser/ Buyer/ Inventory control/ Warehouse/logistics/Materials Controller**

***Career Objective***

Seeking jobs in the field in MATERIAL DEPARTMENT in your organization to serve you the best, I can. With my knowledge and experience and myself seeking an opportunity that challenges my professional and intellectual abilities and be part of a dynamic organization that encourages continuous learning and team play. I am well experienced in activities performed in Material Department. posses an excellent communication ability as well as written. And experience in **ERP,SQL,C-SOFT**.

***Career Highlight***

**More Than 5 Years of Experience**

1. Presently working **Alfara’a Gen.Contracting Co. L.L.C (UAE)** as a **Sr.Store Officer in** April 2011 to still now**,**
2. Worked in **J.Kumar Infra Project LTD ( India-Mumbai)** in a computerized environment with ERP Package online system as a **Store Keeper** in April 2009 to 2011

**Projects Handled:**

1. **al ain mall resort / habshan gasco PROJECT**

**Client : Musanada Abu Dhabi**

**Employer: Alfara’a Gen.Contractin Co. L.L.C**

**Location**: **Al Ain (UAE)**

**Responsibility**: Working as a “**Sr.Store Officer**” In **AL Fara’a Gen.Contracting** from April 2011 to till continue

**SCOPE OF WORK:**

During this period I reported to the Group manager. Responsible for the coordination, operation, and maintenance of the field material control system and also responsible for material receiving, issuance and reporting documentation. This will include computer and hardcopy files to support all the material department activities also responsible to execute receiving activities and hand over the received cargoes to each category subcontractor in accordance with this procedure and each category detail.

**FUNCTION:**

**Monitoring of Shipment Forecast**

Monitor the arrival of each scheduled shipment as per shipping advice for preparation of unloading and storage plan prior to actual arrival site.

** Arrangement of Unloding Area**

Decide whether the arriving cargo is to be unloaded at site storage area, remote storage area or directly to the construction site under coordination with concern section. Under coordination with other material controllers.

 **Material Receiving**

Prepare RECEIVING INSPECTION REPORT (RIR), MATERIAL EXCEPTION REPORT (MER) once the arrived material becomes ready for inspection. Qa.Qc Dept keep all the records relating category in accordance with purchase order wise

 **Material Handling Operation**

Responsible to supervise all warehouse activities which are material receiving, storage including preservation and issuing, cautiously pay close attention to the handling of dangerous or fragile cargoes, items required proper protection from high/low temperature, moisture, dust, various form of corrosion and etc. as well as materials subject to traceability. Prepare daily materials control reports to submission to material control manager.

 **Periodic Inventory Check**

Physically conduct periodic stock taking on all categories of material held at warehouses / yards and update their inventory records accordingly.

 **Documentation**

Responsible to maintain and arrange all material control related documents received from respective subcontractor. Essential documents such as those under mentioned should be systematically filed for immediate and accurate references at all time.

* Acknowledged copy of CONSTRUCTION MATERIAL ISSUE VOUCHER (CMIV) or CONSTRUCTION MATERIAL REQUISITION (CMR) on all categories of material issued out from the warehouses.
* Prepare MATERIAL RECEIVED REPORT (M.R.R) after inspection of materials.
* Prepare MATERIAL EXCEPTION REPORT (M.E.R) if found any exception or damaged quantity or quality of materials after inspection.
* Generating MIS reports.
* Prepare ENGINEER INSPECTION REPORT (E.I.R) if any doubt in materials after inspection.
* Verified copy of all categories of material returned to warehouses.
* All copy of approved request for approval to be scrapped.
* MSDS(Material Safety Data Sheet) & MTC (Material Test Certificate)

1. **J.KUMAR INFRA PROJECT LTD,**

**Location**: **Mumbai, Maharastra, India**

**Responsibility**: Worked as a “**Store Keeper**” for **J.Kumar Infra Project LTD,** April.2009 to March 2011

**SCOPE OF WORK**

The scope of this project was to receiving, checking and issuing of materials.

**Material Handling**: Planned preparation of material handling equipment and manpower for efficient and safe movement of material.

**Material Issue**: Issued authorized request of material to contractor for issue of consumable, returnable, chargeable, loan material and spare parts.

**Inventory Control**: Receipt, warehousing, insurance of materials, status reports and physical verification of inventory periodically reporting, financial year ending and reconciliation of physical stock with system balance.

**Documentation**: responsible to maintain and arrange all material control related documents from respective subcontractor. Essential documents such as those under mentioned should be systematically filled for immediate and accurate references at all times.

**ERP (System Application and Product in data processing.) version 6.0**

1. Goods Receipt Entry.
2. To check Purchase Order (P.O).
3. Stock Transfer Order (S.T.O) Receipt Entry.
4. SRN (Stock Return Note).
5. Goods Issue Entry.
6. To Check the WBS No. Before issue any materials
7. STO issue Entry.

Maintain stock report:-

1. Receipt Entry when any materials come at W/H.
2. Issue Entry when any materials issue from W/H.
3. Site Return Entry when any materials come from Site.
4. Daily stock report/weekly report/monthly report
5. To be operate final billing (input / output materials).
6. To be operate Final Logistics billing.
7. To be maintain all Logistics activities.

***Academic Qualification***

* Passed **B.A ,** Deen Dayal Upadhyay Gorakhpur University in 2007

***Computer Awareness***

* ERP END user (MM, SD).
* ERP Based online system **Microsoft Dynamic**
* Six months course of **Diploma in computer application**
* **Tally 7.2**
* Operating Systems  **Windows 98 /2000/XP/Windows 07**
* MS OFFICE

***Personal Snapshot***

* Believe in hard work focused approach and accept diverse challenge in the field.
* Possess highly motivated & positive attitude towards life.
* Exceptionally organised with a track record that demonstrates creativity and initiatives to achieve set goals.
* A proactive learner with a flair for adopting emerging trends.
* Possess exceptional team spirit thereby helping in easy achievement of goals.
* An effective communicator with excellent relationship building & interpersonal skill.
* Strong team player, willing to maintain mutually beneficial relationship with

Colleagues and superiors

***Declaration***

I hereby declare that the above stated facts are true and complete to the best of my knowledge and belief.

Yours faithfully.