

Suyambu

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**CURRICULAM VITAE**

**Personal Details:**

# Date of Birth : 07.12.1959

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Tamil & Malayalam

**Educational & Technical :** Bachelor of Arts from Madurai University**,**

**Qualification: :** India

: Passed Course in Air Conditioning and Refrigeration

IT Skills : MS Word, MS Excel and thorough

knowledge of computer stock control.

Training Programme : a) Effective warehouse operation conducted By MEIRC Training & Consulting

: b) Fire Fighting procedures conducted by

DEWA

**Work Experience :**

**Name of the Employer : Leighton Contracting (Qatar) WLL**

Position : Stores Superintendent

Period : From 30.08.2006 to 30.11.2008

Responsibilities : To supervise the storekeepers to receive goods

From suppliers in central stores & re direct to

Site stores prepare purchase requisition,random checking in site stores once in a month, to be prepare stock verification report, damaged material report, daily basic to check & sign

MRR, receiving log,movement log, control man power & transport, prepare MDS, co - ordinate with client &consultant, monitoring

Pending orders& follow up with procurement

Dept, over short report if required, arrange

Safety meeting with HSE.

**Name of the Employer : MAPCO, UAE**

Position : Stores Manager

Period : From 21.05.2005 to 20.08.2006

Responsibilities :

Complete Material requirement analysis planning, request, receipts stock Maintenance Project report etc. liaison with purchase dept, Installation Dept, Project Coordination activities, complete supervision and control over store keepers, Man power controller of Store Dept. & handled the Project Operation in an effective and efficiently way.

**Name of the Employer : Dubai Electricity & Water Authority**

**: (DEWA)**

Position : Senior Store Keeper

Period : From 06.12.1998 to 15.06.2003

Job Responsibilities : Receipt and issue of generating power station

spares in DEWA. Making online entries of all incoming and outgoing. Maintaining minimum and maximum levels in very

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sharp. Follow-up disputed materials like insurance claim/replacement etc..Creating item master for all new items. Arranging perpetual checking, preparing Ins, TRQ, SRV, STO, IRV and STI and all related

works in stores.

**Name of Employer : Al Shula General Trading, Dubai**

**(Juma Al Majid Group)**

Position : Warehouse Supervisor

Period : From 07.11.1996 to 20.07.1998

## Responsibilities : Handling invoicing and drawing up claims for in transit damages, maintenance of warehouse scheduling day-to day works, to carryout the receipts/dispatches /picking and packing activities, planning for the dispatch

of finished goods to the agent and distributors,

proper space utilization, responsible for entire warehouse operations. Handling world famous Barbie toys and gift items.

**Name of the Employer : Marine & Mercantile Ent.**

**6925, Biscayne Blvd, Miami,U.S.A.**

Position : U.Store Keeper

Period : From 07.06.1991 to 15.12.1991

Job Responsibilities : Handling food & beverage items. Receiving

goods from supplier and issuing goods to main

gally. All assistance including the total house

keeping to provision master. Keep stores neat

and tidy.

#### Name of the Employer : Al Shaali Marine, Dubai

Position : Storekeeper

Period : From 17.06.1988 to 15.12.1990

Job Responsibilities : Handling boat manufacturing and all marine

items. Placing the orders both LPO and

international orders with the mind up cost

controlling. Co-ordination with the factory

for raw materials with purchase and sales.

Receive goods from suppliers and issue goods

to the factory, workshop and showrooms.

To ensure that the store is well stocked at all

times. Stocks controlled by both Cardex and

Computer.

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**Name of employer : Lilley International Sharjah. ( U.A.E. )**

Position Store keeper

Period From 22.07.83 to 18.08.86

Job responsibilities Receiving goods from suppliers and issue goods to all sites. Preparing requisitions & LPO and arranging the stores neat & tidy. Stocks controlled by cardex

System. Co ordination with site agent & project –

Manager.