**CURRICULUM VITAE**



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**Application for the post of Sr. Store Keeper/Purchase Assistant**

**Personal Information:**

Bate of Birth : March 01, 1985 (30 Years)

Marital Status : Married

**4+5 Years experience in UAE&India Civil/Mechanical Construction.**

**Career Objective:**

To secure a suitable position in an organization where proven skills and experience could be productive so as to enhance career development, professional growth and lead mutual benefits for the organization and individual.

I believe in achieving the path of success mainly due to my hard work, diligence coupled with high degree of honesty and dedication.

* **Having Valid U.A.E driving license**

**Professional & Educational Profile:**

**Gulf experience :**  Working as a Store Keeper, in Al Shafar General Cont. Co. Dubai

From 01st Mar 2005 to 17th May 2009

**India experience** : Working as a Store, Purchase in charge, in Bharathi Constructions& Building Materials Co.

From Sep 2010 to April 2015.

**Job Responsibilities:**

* Monitoring the availability of materials as per specification requirements of the project.
* Follow-up with the Subcontractors/Suppliers regarding the delivery of materials to avoid activity delay.
* Communicate with the Procurement Department/Project Management with the placement of order and approval of the same through electronic data system *(****Oracle*** *)*
* Responsible for approval of material delivery to site based on the requirements of the project.
* Responsible in preparation of Weekly/Monthly/Annual Tally Sheet for all the delivered materials to site, to be used in Cost Control Management System through *ERP.*
* Handling Petty-Cash through ***Oracle*** System.
* To identify and keep the materials properly
* To issue of the materials to the site, on the request of site supervisor.
* To raise the purchase requisition and ensure the availability of materials on time.
* To identify the fast moving items and also to ensure the minimum stock of fast moving items.
* To keep a track of materials issued to the site and provide reports to the project manager
* To coordinate with QC staff to ensure the quality of incoming materials
* To prepare optimum plan for the movement of pick up drivers and materials
* To ensure that all materials are issued as per material requirement plan
* To coordinate with Accounts Department regarding material status for account clearance.
* To ensure proper identification over the materials which is under the control of stores
* To prevent the materials from damage and deterioration
* To forward materials requisition to purchase after cross checking the stock
* To prepare receipt voucher and get it cleared from QC staff
* Responsible for the receipt, identification, record of customer material and handling over to the departments. After repair again receipt from yard, deliver to the customer or storage as required.
* Responsible for mobilization and demobilization of materials and consumable for off-shore /off-site jobs

**Experience:**

**AL SHAFAR GENERAL CONTRACTING CO. DUBAI**

1. Jumeirah Beach Residence Project. (Working as a store keeper) From 01st Mar 2005

To 10th Feb 2006 (Client – Dubai Properties, Consultant – DAR)

1. Citadel Tower Project, **3 Basement + 6 Parking + 41 floor** (Working as a store keeper) from 10th Feb 2006 to 22nd May 2007,Project Cost – 303 Million Dhs (Client – Deyaar Consultant – DAR)
2. Bay Square Project:-Project Cost: AED 1.6 Billion ,12 residential and commercial building

along with a luxury hotel. (Client – Dubai Properties, Consultant – Khatib & Alami Working as a store Keeper) from 22nd May 2007 to 17th May 2009.

**Educational Qualification:**

Intermediate Education

Secondary School Leaving Certificate

B.com (Bachelor of Commerce)

Computer Diploma in (PGDCA) for One Year

**Computer skills**

Having working knowledge of following productivity

Software…

* Windows XP
* Ms Word
* Ms Excel
* PowerPoint
* Internet
* Tally 7.2
* ERP System (stores)
* Oracle (stores)

**General Information**

***Having knowledge of below mentioned language***

* English, Hindi, Telugu, Arabic

Given the opportunity I Would consider it a privilege to contribute my enthusiasm, reliability and integrity to fulfill the job requirement necessary to meet your specifications.