**First Name of Application CV No 1623312**

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**Objective:**

To pursue a challenging career and to attain high calibre and skills for professional growth in an Organisation, I desire to work in stimulating team environments that promote the interchange of ideas in corporate Environment. This will help me to explore myself fully and realize my potential.

**Key Skills:**

* Seven Years’ Experience in logistics and warehousing.
* Altogether 7years of international experience as in Ireland and Qatar
* Experience with Multinational Oil and Gas listed companies.
* Experience in shipping
* Experience in Spare parts, electronics and IT accessories.
* Working Experience in ERP Oracle R12 & SAP MM.
* Knowledge of import and export documentation.
* Knowledge in 3PL.
* Certified Fire Fighting & Basic First Aid & CPR.

Professional Experience:

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| --- | --- | --- | --- |
| **Company** | **Location** | **Designation** | **Duration** |
| Total E & P | Doha, Qatar | Logistics Coordinator/Warehouse In charge | Jan’15 to Feb’16 |
| Gulf Drilling International | Doha, Qatar | Material Coordinator/ Inventory Clerk | Dec’ 12to Dec’14 |
| FLANCARE WAREHOUSING AND LOGISTICS | Dublin, Ireland | Warehouse Operative | Jan’10 to Oct’12 |
| Barry & Sons Logistics & Warehousing | Dublin, Ireland | Storekeeper/Materials Man | Jul’06 to Dec’10 |

Education Qualification:

|  |  |
| --- | --- |
| Year | Qualification |
| 2009 | Post Graduate Diploma in Strategic Business and IT, from Grafton College of Management Sciences, Dublin, Ireland |
| 2002 | Post Graduate Diploma in Computer Applications from Osmania University Hyderabad, India |
| 1997 | Post Graduate Diploma in Computer Applications from APTECH, Karimnagar. India |
| 1997 | B.Sc. from Kakatiya University, Warangal, India B.Sc. from Kakatiya University, Warangal, India |

|  |  |
| --- | --- |
| IT-Computer Skills | ERP ORACLE R12, SAP MM, OUTLOOK, MS-OFFICE, MS Word, Excel, PowerPoint, Access ORACLE, VB06 |

**Professional Experience:**

**Total E & P, Doha, Qatar at logistics Base Jan 2015 to Feb 2016**

**Designation: Logistics Coordinator/Warehouse In charge**

*Department: Warehouse Management/ Logistics*

Job Profile

* Receive pre-alerts for inbound shipments and informing the Floor In charge in a timely manner, thereby enabling the effective allocation of warehouse space.
* Receive documents from the customer for inbounds and follow up with the functional department for timely clearances.
* Receive confirmed manual put away sheets from the FIC, and update the system accurately. Document and highlight any damages and discrepancies to the customer in a timely manner.
* Generate pick sheets (work orders) for outbound shipments; ensure that the correct items are picked and packed as per customer requirements and that the pick list is verified by the Floor In charge.
* Stock checking for accuracy of Inventory, Receiving Material’s according to purchase order.
* Provide the customer with the shipment details like vessel details, estimated date of departure / arrival, etc once the shipment has been picked from the warehouse.
* Prepare necessary reports on stock, stock movements, ageing, inbound & outbound status.
* Participate in stock checking and location checks in order to reduce stock errors and improve efficiencies.
* Binning the material in their respective location or Bin’s.
* Using SAP based warehouse Management system.(preparing GR,GI, stock reintegration)
* Maintaining a good housekeeping

**Gulf Drilling International, Doha, Qatar Dec’ 2012 to Dec’ 2014**

***Designation: Material Coordinator/ Inventory Clerk***

**Major Duties and Responsibilities** :

* Material Receiving
* Material Inspection:
* Issue and send OSD, SDLR Report, emails to warehouse Manager, supervisor, and Concern buyer.
* Responsible for follow up and issue NCR (None Confirmation Report) and COC (certificate of Compliance
* Goods received notes management:
* After approval of initial inspection by storekeeper’s Final receiving in the system on a PO line item basis of the inspection report and supporting documents.

#### FLANCARE WAREHOUSING AND LOGISTICS Dublin, Ireland Jan’2010 to Oct’2012

***Designation: Warehouse Operative (Ware house)/ Admin***

*Department: Logistic/ Administration*

**Major Duties and Responsibilities**

* Follows up on materials after purchase requisitions and reservations have been made and ensures that materials are available at site before the commencement date.
* Preparing reports for all kinds of Transactions. Processing receipts and issues in the system through Maximo Applications.
* Maintaining a good housekeeping.

**Barry & Sons Logistics & Warehousing, Dublin, Ireland** **Jul’ 2006 to Dec’2010**

***Designation: Storekeeper/Materials Man***

*Department: warehouse Management & logistics*

**Major Duties and Responsibilities**

* Monitor Receipt and Dispatch of Goods
* Responsible for incoming goods and data entry of transaction by product.
* Safe handling and storage of goods supervised in line with store policy.
* Checking of outgoing goods, by receipt of purchased, delivery notes and invoices.
* Monitor Stocks Records
* Stock levels monitored and maintained at minimum level, reorder level, maximum level and danger level.
* Stock performance monitored and fast/slow-moving items identified and reported according to store policy.
* Reorder cycles maintained, monitored and adjusted as required.
* Team members informed of their individual responsibilities in regard to recording of stock.
* Stock storage and movement records maintained in line with store policy.

**Co-ordinate Stock take/Cyclic count**

* Policies and procedures in regard to stocktaking and cyclical counts interpreted and explained to team members.
* Stocktaking tasks allocated to individual team members.
* Team members provided with clear directions for the performance of each task.
* Accurate reports on stock take data, including discrepancies produced for management.
* Responsible for the daily stock inventory and for the annual stock take.

**AREAS OF STRENGTH**

* Warehouse operation
* Inventory Control
* Accurate Documentation
* Process improvement, Supervision
* EHS Management
* Following and implementing a strict safety and security standard on all job sites and facilities.

**TRAINING**

* Work Permit Executor
* Occupational Health & Hygiene
* HSE Fundamentals
* Environment Management System Awareness.
* Incident Investigation & report.
* Basic Fire Fighting & Basic First Aid & CPR.

**Personal Details**

**Date of Birth:** 1stMay 1976

**Languages Known:** English, Hindi, and Urdu

**Nationality:** India