**Objective:** To become an asset for every organization. I plan to do this by performing to the best of my abilities and acquiring knowledge while working in an organization, which will help me to continuously upgrade my knowledge & skills and provide me a challenging and rewarding work environment

# Skills:

* Inventory Management
* Materials Control
* Materials Handling & Equipment
* Purchasing & Procurement
* Supply Chain - Operations

# Education:

* **Bachelor of Arts (Economics)**from M.G University

# Diploma in Computer Applications

* **ERP-ORION**

**Work Experience:**

More than 20 Years as a **Store Keeper** (8 Years in Qatar, UAE & Kuwait and 12 years in India)

# PROFESSIONAL EXPERIENCE

In charge for issue, receipts, documentation, warehousing, inventory, stocking and making computerized entries for the related items. Maintain inward and outward movement of inventories and consumables on a daily basis. Take stock on monthly basis and reconcile the same.

Keep track of physical stock and tally with ERP system records. Receive materials take care of demurrage’s, in transit damages and taking preventive measures for the safety of stocked goods.

Placing indents on Supplies/Purchase Department for timely availability of materials. Physical management and proper upkeep of stock materials stores.

Conduct periodic cyclic checks and stock reconciliation.

Ensure proper documentation and process discipline among team. Generate daily-monthly stock reports as requested by the management Plan for upcoming goods, preventive measures and stock control

**Group, -Qatar October 2013 to December 2015 Senior Store Keeper**

**Group, Jafza, UAE**

**September 2008 to September 2013 Store Keeper**

**Aban Constructions Pvt. Ltd, India April 1999- August 2008**

**Store-in- Charge at various projects as below,**

Gas Authority of India (GAIL) pipeline project, Rajamundry, Andhra Pradesh (22nd

April 1999 to 31st December 2000)

GSPL Project at Bharuch, Gujarat (21st January 2001 to 31st December 2001) IGL Pipeline project at New Delhi (20th March 2002 to 30th June 2003)

IOCL-MKPL Project at Mundra, Gujarat (20th August 2003 to July 2005) IOCL – CBPL Pipe Line Project at Bhilwara, Rajasthan (September 2005 to December 2006)

Kerala Water Authority – JBIC Project At Kannur, Kerala. (January 2007 to August 2008)

**Kuwait Oil Company, Kuwait**

**16th October 1997- 31st March 1999**

**Store Keeper** in Kuwait Oil Company (KOC) GC-28 Tankage project.

**Aban Constructions Pvt. Ltd, India 9th July 1994- 30th September 1997**

**Store Keeper** in Central Stores at Chennai

# Trainings:

* Time Management Training
* Supervisory skills Training
* Conflict Management Training
* Emotional Intelligence Training
* Communication skill Training

# Computer proficiency & Software knowledge:

* Office Tools: MS Office
* ERP System

# Personal Particulars

Nationality: Indian

Date of Birth: 03/05/1970

Languages known: English, Hindi, Malayalam, Tamil

**First Name of Application CV No:** **1645224**

Whatsapp Mobile: +971504753686

