**Curriculum Vitae**

Resume Headline : Store Keeper with SSC currently living in Dubai, Dubai

* Current Designation: Store Keeper
* Functional Area: Other
* Role: Other
* Industry:Construction/Engineering/Cement/Metals
* Date of Birth: Oct 5, 1977
* Gender: Male
* Total Experience: 08 Years
* Highest Degree: UG Education [ssc]
* Marital Status: Married

Key Skills: Construction Material Management,

**Profile Summary**

**Employment Details**

* Currently working at  as **Store Keeper**
Feb 2014 to Present (1 year(s) - 10 month(s))Store Keeper
* Previously worked with **Wade Adams Contracting LLC** as **Store Keeper**
Oct 2003 to Oct 2009 (6 year(s) - 0 month(s))Store Keeper

**Projects**

|  |
| --- |
| Project Title: **South Air Field Construction** |
| Client: ADAC (Airport Company & Jacobs) |
| Employment Type: Full-Time | Duration: Feb 2014 - Present |
| Project Location: Abudhabi International Airport | Site: Onsite |
| Role: Other | Team Size: 2000 |
| Skill Used: Store Keeping, |
| Role Description: Store Keeper (Construction Material Arranging) |
| Project Details: AUH.06.12.0457-South Airfield Development & Construction (Package-2) |

|  |
| --- |
| Project Title: **Interchange**  |
| Client: **Parsons** |
| Employment Type: Full-Time | Duration: Jun 2004 - Jul 2008 |
| Project Location: Jumeirah | Site: Offsite |
| Role: Other | Team Size: 2000 |
| Skill Used: Store Keeper |
| Role Description: Store Keeper (Construction Material arranging for the project) |
| Project Details: Interchanges on the Shaikh Zayed road, Tunnel (Underpass) from Sheikh Zayed road to Jumeira road |

**IT Skills**

Ms Excel, Ms Word & Accounting

**Education**

* Undergraduate: SSC (na) from NA in 1900
* Other Qualifications/Certifications/Programs:

**Other Details**

* **Job Preference**
* Job Type: Permanent
* Employment Type: Full Time
* **Languages Known**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language | Read | Write | Speak | Proficiency |
| English |  |  |  | Proficient |
| Telugu |  |  |  | Expert |
| Hindi |  |  |  | Proficient |
| Malayalam | - | - | - | Proficient |

* **Affirmative Action**
* Category: General

Objective Seeking suitable and challenging positions in reputed organizations where I can enrich and utilize my professional knowledge and skill.

Education SSC,.

Technical Computer Management (Ms-Word, Ms-Excel, Accounting Software Qualifications Tally, Foxpro, etc.)

Typewriting ( English )

Professional Experience

Worked Store Keeper job with Store Assistant Position in Wade Adams Contracting LLC, Dubai, UAE.

Position : Jr.Store Keeper

(Cont...2)

Wade Adams Contracting LLC, Dubai, UAE
An OHSAS 18001 Company with more than 16000 personnel and the major Construction in UAE having International reputation for quality, safety and reliability.

Position : **Assistant Store Keeper** (6 Years)

Duties & Responsibilities

. Receipt & Issues of all construction materials including delicate Mechanical, Electrical, Plumbing & Chemical items, Client supplied materials etc, at site store.
. Stocking and preservation of above items in a systematic, safe manner and as per the company's Store procedure.
. Filling and upkeep of all store related records in a computerized environment.
. Maintaining records of all Lifting & Slinging, Fixed Assets/Assets, Small Tools, Safety equipments Stationery items etc.
. Prepare and send Monthly reports regarding status of materials, client supplied products etc to Project Management.
. Preparing reports for Skip Services, Sweet Water.

. Preperation of Monthly Reconciliation Statement.
. Handling and Maintaining Small Tools.
. To dispose the scrap or obsolete material in time
. Preparing reports of Ready mix, Concrete and Aggregate
. Ensuring availability of adequate materials at site.
. Follow up of Purchase Orders.
. Receiving materials and Inspecting the Quality & Quantity.
. Managing Petty Cash and maintaining Petty Cash Register.
. Controlling Light Equipments at site.
. Ensuring the Stock and availability of Personal Protective Equipments at site.
. Preparation of Monthly Reconciliation Statement. (Cont...3)
[3]

Personal
Details

Nationality : Indian

Sex : Male

Date of Birth : 09.10.1977

(Cont...4)
[4]

Marital status : Married

Languages Known : English, Hindi, Malayalam and Telugu

**First Name of Application CV No:** **1655208**

Whatsapp Mobile: +971504753686

