# MUKHTAR

**“To obtain a challenging position where my knowledge, experience and skills will be contributed towards the development of the organization,**

**Highly accomplished management professional with a dynamic career of 08 years, reflecting pioneering experience in warehouse operation management ,material controlling, transportation logistic operation, shipping and dispatch controlling, organizer & planner with the demonstrated ability to implement effective process control and quality improvement initiatives. Fully versed with occupational and workplace safety.**

**WORK EXPEREINCE: ( Saudi Arabia )**

**1- Company Name : SAUDI KAYAN PETROCHEMICAL COMPANY (MDR PETROCHEMICAL LOGISTICS SABIC AFFILIATED COMPANY.**

**Designation : LOGISTICS WAREHOUSE SUPERVISIOR (SHIPPING DIVISION)**

**Working period : 04 YEARS 2011 Jan to 2014**

**Place : SAUDI ARABIA JUBAIL industrial complex**

**JOB Roles & Accountabilities**

* **Monitor and maintain finished goods stock in the warehouse to ensure sufficient stocks are available at any given time to meet the market requirement as per the company guidelines.**
* **Handling of Polymer, petrochemical solid, PP, LDPE, HDPE,PC PRODUCT.**
* **Managing job assignment for respective area to deliver on time**
* **Managing manpower to load or offload the material on time & Document preservation of import export material**
* **Local truck follow up for sequence loading, Safe operation on loading ,unloading activities**
* **Container follow-up From terminal to execute right material stuffing ,EXPORT (FOB)**
* **Order follow-up to execute urgent material movement.**
* **Controlling of Damage material & quality control management.**
* **Material stacking follow-up, liquid chemical, wooden pallet & packaging material managing.**
* **Scrutinize housekeeping of the warehouse to comply with the company’s standards for entire area.**
* **Regulate movement of vehicle fleet, in synchronization with fleet management personnel and to ensure uninterrupted (without affecting the process) operations.**
* **Rolling equipment handling, like reach truck, forklift, Top Loader, Tug Master, Trolley etc…**
* **Supervising of Dispatch activities to recheck the right material, right quantity.**

**2-WORK EXPEREINCE (Saudi Arabia)**

**COMPAY NAME: SADARA CHEMICAL COMPANY. MDR PETROCHEMICAL LOGISTICS CO.**

**A joint venture of DOW AND SAUDI ARAMOCO COMPANY.**

**DESIGNATION : WAREHOUSE LOGISTICS SUPERVISIOR (INBOUND)**

**PLACE : SAUDI ARABIA JUBAIL**

**DURATION : 02 years 2014 to 2016**

**JOB Roles & Accountabilities**

* **To execute all inbound material receiving.**
* **Material inspection, stacking plan.**
* **Arranges transportation and forwarding services for all orders to ensure material** **is delivered as per schedule.**
* **Deliver and store materials to proper locations based on production/distribution needs**
* **Material offloading at staging area**
* **Material inspection at staging area and transfer material to Bin Location  Checking damage material and store at quality area.**
* **Preparing material Overage Shortage Damage Report**
* **Internal material shifting plan.**
* **Inspection and storage area identification.**
* **Document preservation like MSDS, BILL OF LADING, PACKING LIST, and Delivery note manifest and cross checking of materials.**
* **Damage material reporting ,**
* **Liquid chemical receiving, ISO CONTAINER, High cube container inspection.**

**3-Work Experience India**

**Relygn Technologies Pvt Limited**

**Project coordinator, ALUMINA FINISHED PRODUCT HANDLING SOULTION PROVIDER 2007 TO 2011.**

**Roles and Accountabilities :**

* **Supervising of Product handling activities**
* **Knowledge of Alumina loading unloading**
* **Managing material preparation Team**
* **Asset management Rolling equipment, Hose for loading unloading activities.**
* **Local Truck follow-up for its movement and sequence loading**
* **Order follow-up and execution**
* **Loading Plan & Preparation of material**
* **Managing Loading & Offloading Plan**
* **Preparation of report in terms of loading ,planning & execution**
* **Reporting and general activities of staff tem members for Administration support**

**Skill’s Industrial & Technical**

* **Manpower management ,warehouse and logistics management**
* **Communication and decision making skills.**
* **KNOWLEDGE OF IDENTIFY HAZARDIOUS CHEMICAL & Material**
* **HANDLING AND STORAGE OF**
* **KNOWLEDGE OF IDENTIFY MSDS (MATERIAL SAFET DATA SHEET )**
* **CONTAINER VERIFICATION**
* **MANAGING STANDARD OF SAFETY, HOUSEKEEPING OF ALL STATUTORY NORMS AND SECURITY SAFETY IN THE WORK ENVIRONMENT**

**Industrial & Petrochemical Safety Training Conducted by SADARA**

**A joint venture of Saudi Aramco and DOW Chemical.**

**Followings are the Training subjects.**

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| * **HOT WORK & COLD WORK** * **ELIVATED WORKS** * **LOG OUT TAG OUT** * **CONFINED SPACE SAFETY MEASURES** * **EXTRA ORDINARY PPE** * **INDUSTRIAL SAFETY TRAINIG** * **ISOLATION OF ENERGY** |
| * **PERMIT ISSUE OROCESS** |

**IT EXPETIES:**

* **Operating Knowledge of LOGISTICS WAREHOUSE MANAMENT SOFTWARE,PHLMS**
* **Microsoft office package,word,excel,.power point**
* **SAP outbound delivery operation.**
* **Internet browsing ,online work ,linking**
* **Emailing ,scanning, data storage,**
* **Soft Filing, demonstration, documentation, etc…**

**EDUCATIONAL QUALIFICATION**

**BBA (Bachelor in business Administration) Degree**

**COLLEGE : IMAGE INSTITUTE OF MANAGEMENT (INDIA, BHUBANESWAR)**

**UNIVERSITY : PUNJAB UNIVERSITY**

**1st Class Passed**

**The subject of “BBA” is one of areas of study within the discipline of Business Administration. The discipline of this subject stands to obtain a general background in business, also expected to gain a strong general educational background and are required to meet course requirements in the areas of English, and the humanities. The overall emphasis in the program is on developing management and analytical skills.**

**ADDITIONAL QUALIFICATION: LOGISTICS SUPPLY CHAIN MANAGEMENT CERTIFICATION**

**INSTITUTE : IACT GLOBAL – INDIA (RECOGNISED BY AICTE) 1 year**

**Hobbies**: Traveling, reading, Learning Motivational words.

**Personal Information**

**RELIGION : MUSLIM**

**LANGUAGE : ENGLISH, ARABIC, URDU,**

**MARITUL STATUS : MARRIED**

**DOB : 07TH MAY 1981**