**LARAIB**

**Objective:**

**Store Keeper with 2+ years of experience in construction & MEP field works. Looking out for the position of Store Keeper in a Multinational Company.**

**Professional Experience:**

* One year Experience in Oil & Gas Plant in Pakistan as Store Keeper under Operation Department
* One year Experience in MS Construction FZE , UAE as Store Keeper under Procurement Department

**Position: Store Keeper**

**Experience: Two Years**

**Role and Responsibilities:**

* **Receipt & Storage:**
* Receipt of LPO Copy from Purchase department.
* Verify ordered items in the LPO with indented items.
* Receive materials from suppliers.
* Inspect items against LPO for Quantity, damages and Conformance to specification.
* Assign Storage Racks and location reference as applicable.
* Update Stock in the Computer.
* Segregate and store the material in the allocated Rack and Bin Location.
* Mark shelf life expiry on item, Batch as applicable.
* Take appropriate care during unloading, Loading, Storing and Storage of material to prevent Physical damages to the material.
* **Issuance of Materials:**
* Verify the approval status of receipts of store requisition in the system.
* Check the availability of Ex-stock in the store.
* Issue Material through dispatch receipt and update stock in the system.
* **Reordering stock items:**
* Check the current stock items including fast moving and new items.
* Review the fast moving, slow moving, Non Moving and new items from the past months of purchase data.
* If new items required in store stock, prepare stock addition request for the following materials.
* If materials found to be fast moving, slow moving and Non – moving with the previous review of purchase data.
* Fix re-order level for each fast moving, slow moving and Non – moving stock items and change Order level accordingly to their consumption.
* **Indent for materials:**
* If any items found to be less than Reorder level in the store stock, Process of indenting the materials in the system will be done once getting approval from the purchase Manager for the list of items required for the store stock.
* In case of material is required for the project sites in emergency basis, the following material requisition are entered in the system for the Purchase Manager approval immediately mentioning the required date.
* Calculating the Lead time, indenting for material will be done accordingly.
* **Site Returned Materials:**
* Receipt of Materials with site return note will be received.
* Inspect the material and segregate Serviceable and Unserviceable items.
* Record items in the return note receipt and inform purchase head.
* Make arrangements for Joint Inspection of materials with Concern project managers, site engineers and purchase head to take necessary action.
* If required for project use, it can be dispatch to sites (or) it can be kept for next review.
* Obsolete and Non-moving items can be scrapped after getting approval from Purchase Manager.
* **Transit material storage:**
* Receipt of material to be sent to site stores.
* Store the material in the designated storage areas.
* Taking appropriate care during unloading, loading, sorting and temporary storage of the material with store helpers.
* Dispatch Material to the requested site stores with appropriate delivery note.
* **Stock audit, HSE & Quality audits:**
* Following the stock audits the physical stock count for all the materials will be done monthly.
* Attending the Physical stock audit with both Internal and external bodies once in six months and yearly.
* HSE policy and procedures will be breached to all employees and workers in the store department before assigning to the job.
* Attending Health, safety and Environment audits with both internal and external bodies as per management instructions.
* Quality standards and procedures will be followed regularly as per company standards.
* Attending Internal and External Quality audits as per Management representative instructions.
* **Conducting Safety Meetings & Inspections of Equipment’s:**
* HSE Minutes of meeting regarding store incident, accident, HSE performance will be done fortnightly and monthly once with all store staffs and Purchase department staffs.
* Implementation of store safety procedures will be done effectively with regards to HSE procedures.
* MSDS for all chemical records will be maintained and handling of chemicals during loading, unloading and storing will be instructed to all store employees.
* Tool box talks will be conducted weekly once to all store staffs.
* Check list verification for Maintenance of store Ergonomics and Hygiene of employees will be done on regularly basis.
* Fire Fighting equipment’s, Ladders and instruments will be inspected periodically. Servicing of all equipment’s will be done on regular interval in the store department.

**Academic Qualifications**

* Completed Matric Level education at BISE school, Rawalpindi -Pakistan.
* Inter Computer Science (I.Cs) education at BISE School, Rawalpindi -Pakistan.

**Additional Qualifications**

* One Year Diploma of Oil Refinery Operation from Edcon Institution of Technology, Rawalpindi.
* Safety Course “ IOSH “ completed

**Software Skills:**

* MS Office Certification Course completed

**Personal Profile:**

Name : Laraib

Date of Birth : 26.06.1994

Gender : Male

Marital Status : Single

Languages Known : English, Urdu & Hindi

Nationality : Pakistan

Visa Status : Employment Visa with NOC

**DECLARATION**

**I hereby declare that the details furnished above are true to the best of my knowledge.**

***Place: Dubai Yours faithfully,***

***(Laraib)***

**LARAIB CV NO: 1732332**

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