**RESUME**

**HAJA**

Mobile No: C/o 0503718643

 haja.293061@2freemail.com

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| Career Objective: |

I am looking forward to gain enhancement in the field of **store (MEP)**, where I can utilize my abilities and improve my expertise and I wish to take a challenging opportunity with an organization, where advancement is determined by individual performance. I always have an aim to proceed with hardworking, strategically thinking, self devotion and love with my work.

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| Career Profile: |

* **Sound Knowledge in Store field on 15 Years.**

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| Academic Qualification: |

* **MBA (Purchasing and Material Management)**

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| Technical Qualification: |

* **Industrial Training Institute (Fitter) NCVT**

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| Additional Qualification: |

* Diploma in Financial Management

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| Computer & Software Operating Skills |

* Diploma in computer operator
* Tally ERP 9
* MS Office
* (Maximo ) Inventory software skills in Imdaad LLC U.A.E
* (Smart Term) in Saudi Oger Ltd Riyadh K.S.A

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| **Training Courses:** |

 **► PDO HSE Training Course (National Training Institute Muscat Oman)**

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| **Career History:** |

**Imdaad LLC Dubai.United Arab Emirates.**

Designation: **Store keeper** (Central Store of Imdaad)

Duration: May2014 to Till on…..

**Responsibilities:**

* Performs and controls various activities related to stock material cataloguing and coding, relevant specifications, standards and safety clauses etc., Writes complete and correct technical material descriptions (Item Coding) through inventory software (Maximo)
* Maintain inventory levels in adherence to the prescribed norms and cut down the obsolete inventory, Preparation of inventory reports, Periodically carryout inventory analysis (ABC,VED etc.,) to achieve better inventory control,
* Review inventory norms and maintain optimum stock levels considering material lead-time, consumption, criticality of items etc., through modern inventory control methods, Maintain of Material Master Data in Packages,
* Review of items below re-order levels on daily basis and initiate for purchases, Coordinate stock proposal exercise with user departments, Review, verify and analysis materials management transactions and ensure timely capturing of all transactions. Plan, recommend and support initiatives for inventory management i.e annual / monthly stock taking, Cycle counting (Specially on “A” class Items) etc.,
* Maintaining appropriate stock levels, Conducting perpetual stock verification to ensure the accuracy in stock accounting, Fixation and review of stock levels in co-ordination with user’s departments and purchase dept., Set task to meet management objectives, Maintain scrap quotation evaluation and documents preparing.

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| **Career History:** |

**Saudi Oger Limited, Riyadh. Saudi Arabia.**

**Designation: Clerk / Store keeper**

**Duration: March 2002 to April 2013**

**Responsibilities:**

* ordering, receiving, storing, inventorying, issuing and distribution of materials, supplies, tools, equipments and parts in stockroom, Handle staff on care and preservation of items received, stored and issued, Study records and recommended remedial actions for reported non-usable, slow-moving and excess stock.
* Review records to determine accuracy of information, compliance with established procedures and adequacy of stock levels, Scheduled work for special and periodic inventories, Traced history of items to determine reasons for discrepancies between inventory and stock-control records and recommended remedial actions to resolve discrepancies.,
* Monitors the order level (ROL) of material cost requisition and prepares technique requests as required.
* Coordinates with vendors regarding material requisitions and does the follow-up as deem necessary, Review of stock levels (Min, Max, ROL and Safety Level) of all items every year or when its recommended,
* Determine work procedures and prepare work schedules and expedite workflow, Assign duties and examine work for precision, neatness and conformance to policies and procedures, Studied and standardized procedures to improve efficiency of subordinates and Trained, appraised and motivated staff for optimum performance, Plan layout of stockrooms, warehouse, yard and other storage areas, considering turnover, size and weight of items stored appropriate location.

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| **Personal Details** |

**Date of Birth : 07 JULY 1979**

**Marital Status : Married**

**Nationality : Indian**

**Religion : Islam**

**Language Known : English, Arabic, Hindi, Tamil and Malayalam**