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Summary

To be act a vital role in global oriented rapidly growing economy by utilize my best capabilities for such a company having a challenging business environment. I always keen to learn/enhance the professional capabilities to grow my career. To pursue a professionally challenging, hard working and satisfying career. What I bring with me is curiosity, adaptability and determination.

Experience

**Storekeeper/Logistic Assistant**

**Stone Sense Marble And Granite LLC**

**Project:FACTORY M40(Abu Dhabi U.A.E)**

Duration:Dec.2015 till to Date

* Reporting to Project Manager.
* To prepare requisition for the required items.
* To receive materials(Marble,consumable items and Tools),checked the quality and quantity as per purchase order.
* After receiving material,signed delivery note and passed the original D.O. to accounts department.
* Research discrepancies in purchase orders and duplicate orders.
* Select proper storage areas and store consumable and hazards items in different locations.
* Issue materials, supplies ,tools, parts and equipment, obtaining proper records and requisitions.
* To check the availability of the raw material after receiving the production order form the office.
* On the completion of production order,make arrangements for safe delivery to project site.
* To perform clerical duties related to the store keeping functions.
* To monitor the activities of factory workers especially the production team.
* To keep the records of incoming and outgoing material from the factory.
* Weekly physical stock checking.
* To maintain the inventory on monthly basis.
* Maintain storage areas and outside yard in a clean and orderly condition.
* Having good knowledge of construction material used at site.
* Coordinate with supplier on servicing and maintenance of plant and machineries

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**Storekeeper/Logistic Assistant**

**Mosart Marble and Mosaic S.A.L (Abu Dhabi U.A.E) (Design,Supply,Istallation)**

**Project:Presidential Palace (Abu Dhabi U.A.E)**

**AL-Bateen Palace**

Duration:Nov.2012 to Aug.2015

* Reporting to Project Manager.
* Responsible for the issuance of materials and equipment to the construction Department.
* Assists the commercial Dept. in canvassing of materials needed in the construction site
* Ensure the timely and accurate delivery of goods based on the Purchase Order.
* To assist the QA QC team for inspection of materials at site.
* Efficiently performs monthly inventory of supplies and materials across project sites including project assets.
* To arrange the stock inventory of raw materials and finished products for the Project Manger.
* To maintained the record of wastage of raw material after finished products.
* Coordinates with all departments on the supplies requisitions.
* Maintains the orderliness of the store.
* Weekly physical stock checking.
* To maintain the inventory on monthly basis.
* To keep in touch with the suppliers for the repairing of Tools and Machines.
* Monitor heavy machineries daily activities.
* Coordinate with supplier on servicing and maintenance of plant and machineries.
* To keep the store clean and tidy.

**Storekeeper/Logistic Assistant**

**Permasteelisa Group (Saudi Arabia) Aluminium& Glass Installation Business**

**Project:King Abdullah Financial District (Parcel 304 & 305)**

Duration:February 2011 – February 2012

* Reporting to the Site Manager.
* To prepare requisition for the required items and get signed by the manager
* To prepare the inquiry for the required items.
* To prepare the Purchase Order after receiving the quotation from the suppliers.
* To receive the items according to requisition, Purchase Order and purchase invoice.
* To keep the items at their location and enter the purchase invoice in the system.
* To forward the purchase invoice to account section.
* To issue the items according to issue voucher and send the issue voucher to account section after posting.
* To keep one copy of issue and receipt voucher for record.
* To maintain the inventory on monthly basis.
* To check the stock of daily use items to avoid the shortage.
* To prepare delivery note and Invoice**.**
* Handles and documents storage and transportation of hazardous materials.
* To issue material only in required quantities against authorized requisition note/material list.
* Organize and ensure the delivery, handling and storage of materials do not disturb the flow the traffic and construction activities within and outside the site.
* Checking the incoming and out going stocks.
* To prepare the gate passes for the materials transferring to other projects.
* Monitor the daily activities of store’s workers.

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**Storekeeper/Logistic Assistant**

[**Zelan Holdings ((M) SDN BHD DUBAI**](http://www.linkedin.com/search?search=&currentCompany=C&company=ZELAN+HOLDINGS+%28M%29+SDN+BHD&sortCriteria=R&keepFacets=true&goback=%2Epiv_I284290436*4105_78199350_zwxN_*1_*1)

Project: Sidra Tower Sheikh Zayed Road Dubai

Duration: April 2007 to April 2010

* Planning of material storage and safekeeping.
* To keep records of materials received and disbursed.
* To ensure all materials received are correct and as per Local Purchase Order (LPO)
* To liaise with suppliers and purchasing department on timely delivery of materials
* To prepare and maintain an inventory list for all materials in the store and any other storage in the project site.
* To establish and implement a proper filing system of all store documents.
* To prepare daily, weekly and monthly stock inventory report.
* To conduct regular inventory check of the store.
* To implement of material issuance system. (Log Book)
* To coordinate with all relevant parties on material and equipment distributions.
* To ensure all tools returned are clean and in proper working conditions.
* To prepare daily machineries monitoring sheet.
* To prepare tools and machineries inventory list weekly and monthly basis.
* Organize and ensure the delivery, handling and storage of materials do not disturb the flow of traffic and construction activities within and outside the site.
* Coordinate with the suppliers on servicing and maintenance of plant and machineries.
* Coordinate the activities of subcontractors at site ensuring that access to workers are available at all times.
* Monitor heavy machineries daily activities.

**Storekeeper/Yard Incharge**

[**Kele Contracting Company LLC Dubai**](http://www.linkedin.com/search?search=&currentCompany=C&company=ZELAN+HOLDINGS+%28M%29+SDN+BHD&sortCriteria=R&keepFacets=true&goback=%2Epiv_I284290436*4105_78199350_zwxN_*1_*1))

Project: Acico Twin Towers (Sheikh Zayed Road Dubai)

Duration: July 2006 to March 2007

* Reporting to Logistics Manager.
* Record timely and accurately with the help of Stores assistants, Receipt, issues, returns etc. of Material coming in and out of Stores.
* Work closely in coordination with the Procurement Department and Project Managers so that the stored items are utilized/ used at sites or Sold back to Suppliers as early as possible. You should strive at all times to try to reduce the inventory as much as possible.
* Supervise site stores helpers activities with regular site visits to ensure the performance, site records etc complies with the stores policies and procedures.
* Ensure that dangerous /Inflammable items are never stored or allowed near the stores. However if required, they must be stored in separate location under proper supervision, lock, and secured place. Ensure that items affected by rain, water and sun are not kept/stored in open /outside.
* Always keep the Stores area free of junk, dirt and scrap.
* Conduct physical count of Stock material in both central and site stores.

[**Storekeeper/Timekeeper/Site Adminstrator**](http://www.linkedin.com/search?search=&title=SALES+COORDINATOR&sortCriteria=R&keepFacets=true&currentTitle=C&goback=%2Epiv_I284290436*4105_78199350_zwxN_*1_*1)

[**Dubai Contracting Company LLC Dubai**](http://www.linkedin.com/company/69842?goback=%2Epiv_I284290436*4105_78199350_zwxN_*1_*1&trk=pro_other_cmpy)

Projects: Chelisa Tower (Sheikh Zayed Road Dubai)

G+2 Ten Villas in Mirdif Dubai

G+1 Five Villas in Al Safa 2 Dubai

Duration:January 2004 to July 2006

* Responsible for the issuance of materials and equipments to the construction department.
* Help on preparing purchasing request (PR) for Purchasing Department.
* Assists the commercial department in canvassing of materials needed in the construction site.
* To make asset damage, missing and scrap report for the site manager.
* Preparation of MCR’s, requisitions etc. for site materials.
* To conduct material receiving inspection upon the arrival of the materials.
* To ensure all tools returned are clean and in proper working conditions.
* To prepare daily machineries monitoring sheet.
* To prepare tools and machineries inventory list weekly and monthly basis.
* To arrange/issue gate pass for the materials sending out from the current project.
* Make sure the materials and tools are in their correct location,if not they need to be changed accordingly.
* To inventory check on regular basis.
* To keep a close eye on the minimum stock levels.
* To be a team player and helps out my colleagues where needed.
* Hazardous materials stored in a separate and safe place.
* Performing physical tasks, handling, controlling / reviewing and checking usage of general materials.
* Monitor stocks level for re-ordering.
* Processing staff and operatives time sheets on daily basis.
* Responsible for weekly and monthly man hour and man power report to the management.
* Daily and monthly overtime required.
* To prepare daily labor allocation for the site supervisor.
* To prepare absconding report of the workers for the management.
* To help the preparation of payroll of more than 500 workers.
* To help in arranging the transport for the workers at site.
* To type the snag list for the site foreman
* Control traffic management on site especially during concreting work.
* To prepare requisitions for hiring Heavy machineries for construction team.
* To ensure areas around the store are clean and tidy.
* Having good knowledge of construction materials used at site.
* Arranging site facilities for the workers as well as staff.
* To help monitoring housekeeping and cleaning at construction site.
* Any other duty assigned by the superiors.

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[**Field Assistant**](http://www.linkedin.com/search?search=&title=ASSISTANT+MANAGER+MARKETING+%28MERCHANDISER%29&sortCriteria=R&keepFacets=true&currentTitle=C&goback=%2Epiv_I284290436*4105_78199350_zwxN_*1_*1)

[**National Data Base and Registration Authority (Government of Pakistan)**](http://www.linkedin.com/company/893064?goback=%2Epiv_I284290436*4105_78199350_zwxN_*1_*1&trk=pro_other_cmpy)

Project: Nation ID Cards

Duration : May 2001 to April 2003

* To collect the data on sub Ths.Level and send to Head Office to prepare ID cards for people.
* To fill up the registration form for the processing of ID cards.
* To keep in touch with head office for the latest updates about the policy of the Government.
* To give the awareness to the people of the importance of computerized ID cards.
* To deliver ID cards door to door on city base.

Education:

* **Bachelor of Arts (study for two years)**
* **Higher Secondary School(From Govt.College Jhelum Pakistan)**

Certifications

* **Diploma in Computer Sciences(DCS) From Govt.CollegeManid Bu Din Pakistan**

Knowledge of Software Packages

* Microsoft Word.
* Microsoft Excel.
* Microsoft Power Point.
* Ez Business.
* Internet applications.
* I can work easily on any ready-made software.
* Can work on Internet including browse, e-mail, Online Downloading.
* online send and receive files.
* 6 Months Typing Course from **Rehman Typing Centre** (40 WPM).
* Microsoft Word.

Knowledge of Office Equipment and System

* Internet
* Email­­.
* Fax Machine.
* Electronic Typewriter.
* Photocopier.
* Lamination Machine, Sticker making machine.

Driving License

Having U.A.E Light Vehicle Driving License

 Core Strength Include

* Ability to work under pressure
* Dedicated and Honest.
* Clear Communication skills.
* Work under limited supervision.
* Ability to multi task.
* Ability to work independently or as a team member.
* Possess leadership skills.

Language Known

English

Urdu

Hindi

Punjabi

Personal Information

Birthday:

April 7,1969

Marital status:

Married

Religion:

Islam

Nationality:

Pakistani

Visa Status:

Employment Visa valid up Dec.30,2017

**Reference Available upon Request**