# *SHEIKH*

## Objective To improve my skill & knowledge to boost potential

### Personal Information

**Date & Place of Birth** 20 June 1975 Karachi

**Present Contact** House No 12,Saleem Housing Project Shah Faisal Colony No3Karachi.

**E Mail** *SHEIKH.351195@2freemail.com*

### Academic Qualification

**Education** **Yr.**  **Institution**

**B.Com**  1998 Karachi University

**H.Sc**  1996 Superior Science College

**Matriculation**  1993 Falcon House Grammar School

### Computer Skills

* One-year diploma in Computer Science from Petromen training institute.
* Good Knowledge about computer hardware
* Others packages Ms Office, FoxPro, Internet

### Experience.

* Four years experience as a **Store Keeper** with Dewan Aviation.
* Three years experience as an **Assistant Coordinator cum Assistant Store Officer** with Air Blue Engineering (Air Line).
* Four years experience as a **Store Officer Cum Assistant Purchase** with Gerry’s Dnata Pvt Ltd. (Dubai Base Ground Handling Company)
* Two years experience as a **Store** **Officer** with Lucky Air Pvt Ltd. (Younus Brothers Group).
* Presently Working as a **Assistant Manager** **Supply Chain** with H.B Enterprises.

* Air Blue (Pvt) Ltd Air Line

### Worked as an Assistant Coordinator cum Assistant Store Officer

### Responsibilities were as follows

### Action for Rotatable & Expendable Items

* Ensure that all aircraft logistic support spares parts and materials released into the company.
* Responsible for the quarantining of item received by procurement which is noting accompanied by an approved release note approved certification document and item found damaged.
* Ensure necessary segregation of commercial and aircraft stock is enforced.
* Ensure that flammable and hazardous stocks are housed adequately and safely.
* I have supervised all technical store activities’
* Knowledge of Handling of restricted articles Dangerous Goods, Electro Static Discharger Sensitive Materials (ESDS).
* Provided the materials *provision in* which are need to support line maintenance service refer to NOGO items and MEL Category FiFo system and made re-order point to maintain stock in the store. How to provide the materials which are need to support planning Engineering program such as short time planning medium planning and longtime planning. Set up store and procedure including shipping & receiving procedure etc.
* Control & Supervise Warehouse Management System
* Coordinate with Procurement Department for purchasing Aircrafts parts.
* Coordinate with Chief Engineers Aerospace and Avionics for their demands
* Petty Cash handling
* Monitor & communicate with vendors for Import and Export A/Cs parts
* Monitor Rotatable & Consumable parts control
* Monitor Consumable & Rotatable items inventory records
* Monitor Bin Cards Transactions
* Enter in bond Register
* Check Rotatable & Expendable inventory in Bin card
* Enter Rotatable &Expendable Record in Computer
* Enter Rotatable &Expendable inventory in Computer
* Place item on location / Rack
* Issue Rotatable & Expendable Items through issue voucher and put data in computer and as well as in Bin card.
* Make G.R.N & serviceable Tags.
* Receive U-S Items in store and make export invoices
* Tools issue & receive through tool Register
* Daily check mail & Correspondence.
* Monitor and control the calibration life of test equipment & tools and check shelf life of perishable items to ensure maximum usage before expiry.
* Contribute in the annual inventory and assist in verification of discrepancies
* Maintain good house keeping, in respect to storage conditions and subtle handling of hazardous material and flammable materials.
* Issue aircraft & GSE materials against approved issue pick list from the system

**DUTIES AND RESPONSIBILITIES PERFORMING AS A ASSISTANT MANAGER SUPPLY CHAIN**

**WITH H.B ENTERPRISES.**

* Review invoices, work orders, consumption reports, and

 Demand forecasts in order to estimate peak delivery periods

 and to issue inventory as per requirement.

* Manage all matter related to purchasing including purchase Requisition purchase order & Good Receiving Note & maintain all finished goods stock computerized and manual.
* Arrange for storage facilities when required.
* Petty Cash handling
* Supervise the activities of workers engaged in receiving, storing, testing of materials.
* Implement and maintain standards and monitor inventory levels
* Prepare or direct preparation of correspondence & reports.
* Complete and process necessary paperwork maintain records.
* Maintain location of inventory.
* Receive supplies, materials, and equipment and check against invoices to insure
* Correct quantity and inspect for damage.
* Verify and keep records on incoming and outgoing shipments.

### Other Skills

* English Speaking, Listening & Writing Power.

### Extra Curriculum Activities

* Use of Internet, Teaching, Friendship, Exercise and Driving.

### Reference

* Furnish on Request