##### CURRICULUM-VITAE



MOHAMMED

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Objective

To work for an esteemed organized whose requirement match with my qualification and experience, so that my abilities are in full up to the satisfaction of my Superiors and the progress of the concern**.**

Skills

* Ability to work in team and motivate team members in order to achieve the Organizations Goals.
* Balanced judgment and CAPACI (Corrective Action, Preventive Action, and Continual Improvement.
* Result oriented approach.
* Good communication skills and a good team leader.
* Ability adapt new environment with easy.

Works experience

**July 2015- Toll date –Engineering Maintenance Company (EMCO) – Abu Dhabi**

**Currently working as Storekeeper in Abu Dhabi**

**Feb 2013- 17 Sep 2014 -Wajhat Glass and Aluminum Company (K.S.A) Riyadh**

**Store keeper** (Glass, Accessories, Sealant, Chemical, Aluminum Profile, Schuco Spacer, Bystronic, Lisec spare parts, Industrial MEP)

**Saudi Marble and Granite Company (Al Harbi Contracting Group) (K.S.A) Riyadh**

**StoreKeeper** (Spare parts, Industrial MEP, Construction materials, Marble & Granite Cutting, polishing & finishing materials, General Consumable. )

**Jan 2007- Aug 2012 -Hamilton Design International, Dubai (U.A.E)**

**Storekeeper** (Gypsum/Painting materials / MEP/General / Construction/Joinery/Ironmongery)

**Dec 2002 – Aug 2003 - Five Star Construction Company, Bombay (INDIA)**

**Site Clerk** (Building and Construction materials / General Consumption)

**Sep 2004-June 2006 -Deoda Construction Company, Pune (INDIA)**

**Store In charge** (Construction / Tool Store/ General consumption)

**Duties & Responsibilities:**

* **Store organization and administration.**
* **Receiving of materials from suppliers as per the requisition, purchase order, invoice and delivery**
* **Preparing the Material/Item Receipt Note as per the purchase order through online inventory system and manually also.**
* **Note for stock and for the various projects and sites, check for the quantity and quality.**
* **Stack the materials on rack product wise, prepare bin card and give location.**
* **Maintaining the records of all purchase (cash, local, regional).**
* **Day to day recording of store material receipt and consumption.**
* **Receiving material, proper stocking, and recording of receipt.**
* **Issue of materials to various projects / sites on the basis of requisition, preparing Delivery notes.**
* **Conducting physical verification of inventory monthly / yearly and reconcile with system stock.**
* **Submit reports as per schedule and coordinate with transport, materials pickup delivery.**
* **Managing and coordinating with sites stores.**
* **Ability to interact well with project coordinators and project heads.**
* **Ensure proper and uniform documentation is in place for all stores related activities.**
* **Prepared for QC cleared materials within one day of receipt of materials and send to head office.**
* **Obtain material balance statements for critical materials and review accuracy.**
* **Obtain reports on non- moving and slow moving items from stores and inform the same to Head Procurement.**
* **Ensure proper housekeeping and stacking arrangements at store.**
* **Visit all sites stores once in a month and ensure the physical verification of stocks.**
* **Supervising loading and unloading of materials.**
* **Keep track of moving and non-moving materials.**
* **Maintain the stock of fast moving materials.**
* **Maintain the record of materials received and issued.**
* **Maintain of stock location and bin card.**
* **Purchasing and procurement of store at competitive prices.**
* **Reviewing and checking the complete document pertaining to stores.**
* **Monitoring stock availability and re ordering level of the stock.**
* **Preparing Material Receipt Note & MSRV for stock materials received in Store.**
* **Preparing Purchase Orders, after getting material requisition from Sites.**
* **Coordinating with suppliers to get early and timely delivery of the materials to be received in store.**
* **Prepared Inventory reports and highlighted low stock.**
* **Prepare & Maintain the Out ward Reports, in ward Reports & Stock Reconciliation.**
* **Monitor the safety of store and block hazards environment to reduce the risk of store.**

Computer skills

**Operating system - MS Windows**

**PC Package - MS-Office (word/excel/power point)**

**Email Package -MS Outlook, Internet**

**Inventory Package - ERP HANIC (OPtiPlus), ERP (Stock Management)**

**Assembling &basic troubleshooting of PC**

Educational Qualification

# *Diploma in (Computer Science & Eng.) from R N SHETTY Polytechnic Belgaum, Karnataka with second Class in the year 2000*

# *Matriculation or X from Board of Secondary Education, Ajmer with first class in the year 1994*

# *Computer Hardware from IIHT from Pune branch, Bangalore in the year 2001*

Training & Certificate

**Basic first aid course -Euro link safety international, Dubai.**

**Quality management system (ISO 9001) training course – Vincotte international Middle East.**

*Personal Profile*