**OMKAR**

[**OMKAR.366751@2freemail.com**](mailto:OMKAR.366751@2freemail.com) ****

**POSITION APPLIED FOR**:

**OBJECTIVE**

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

**SUMMARY**

* 5 + Year Gulf experience in Oil & Gas Construction projects of RAS GAS Company Limited as Store Keeper.
* Good Knowledge of MS Office especially in MS Excel, MS Word & MS Power point.
* Ability to handle work independently with lest supervision, able to maximum output in given time frame efficiently.
* A professional with proactive attitude, ownership taking personality always trying & implementing new better / effective way to minimizing the inputs required for maximum output.
* Excellent data handling, analyzing evaluating, data presentation skill.
* Excellent communication skills, presentation.
* Skill to handle different kind of work environment with adaptable behavior.

**EXPERIENCE**

Total experience of five year in oil & gas construction projects

**Position : Store Keeper**

**Experience 1** (Jan 2005 to April 2010)

**Company Name**  : **M/s Consolidated Contractors Int’l Co. Athens, Greece Qatar Area**.

[www.ccc.gr](http://www.ccc.gr/)

**Project** : Ras Gas Onshore Expansion Project Phase 2 Train 4, 5, 6, 7 & AKG-2

Onshore Facilities.

**Client : RAS GAS Company Limited**

(Under Main Contractor – Contractor Chiyoda Technip JV and CMS&A JV)

**Experience 2 : 17 April 2010 to 15 July 2013 worked in ESSAR Construction Limited as STORE KEEPER in Gujarat (INDIA)**

**Responsibilities**

* **Handling / maintaining main store and service stores.**
* **Arranging materials as per requirement, preservation, proper tagging of new received materials and updating location in system.**
* **Visual inspection quantity and quality check with department personal.**
* **Identifying hazardous materials and location in designated safe place.**
* **Updating MSDS file for hazardous materials.**
* **Routine physical inventory count and maintaining min-max level of stock.**
* **Inventory control including defining slow and non-moving item.**
* **Weekly procurement delivery report and store material status.**
* **Daily and monthly report of consumables material status.**
* **Daily monitoring of consumables & structural materials.**
* **Procure quotes from buyer and various venders.**
* **Raising IRR and purchase requisition.**
* **Assist Rig manager in order to maintain stock of critical item.**
* **Maintaining box file soft file folders, reports etc, for proper & accurate records.**
* **Follow-up order with buyer and vendors for deliveries of materials.**
* **Coordinating with shipyard Lamprell materials handling and logistic support.**

**Experience 3 JULY 2013 to DECEMBER 2013 worked in SARUP Industries limited**

**as a QUALITY SUPERVISOR in Himachal Pradesh (India). Manufacturing Reebok, Puma,**

**Decathlon shoes.**

**Experience 4 Dec, 05th 2013 to Sep 24th 2015 worked in Tecnimont ICB Pvt. Ltd. as a**

**TECHNICAL CLERK in Punjab (India). Manufacture AFC Project, NFL.**

**Technical Clerk Responsibilities**

* **Receiving Non Technical/Technical documents, Drawing, Data sheet, Specification and Vendor Documents.**
* **Distribution of document or Drawing as per discipline to relevant Site/Office Personal.**
* **Monitoring of documents and drawings as per latest revision.**
* **Maintaining latest drawing/Documents by discipline (Civil, Mechanical, Electrical/ Instrumentation) for ready reference.**
* **Assisting Document Control Department in the preparation of CWRs (Change in the work).**
* **In addition to Technical aspects, job responsibilities include regular day to day correspondence and assistance to Head of Document Department.**

**EDUCATIONAL QUALIFICATION**

* B.COM from CMJ University with 70% marks

**TECHNICAL QUALIFICATION**

Certificate course of safety officer from **National institute of labor education and Management**

**(Nilem). Coures included;**

1. Elements of Management Principles.
2. Environment & Industrial Safety.
3. Industrial Safety- I
4. Industrial Safety- II

**OTHER QUALIFICATION**

* Tally from Brilliant Computer Education Garhshankar (Pb)

**SOFTWARE EXPOSURE**

* Diploma in Computer application

Interest : Music, Surfing Net, Playing Volley Ball Hardworking, Punctuality

Work Independently as well as in Team Environment

**DECLARATION**

I consider myself familiar with technical clerk Aspects. I am also confident of my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge.