# Prawez

**CURRICULUM - VITAE**

C/o-Mob **:**- +971503718643



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# Application for the post of : Storekeeper

**Objectives:**

To obtain the excellence profession, development and expansion in career, and to be associated with apparent and successful company to seek a challenging position to expand my skills and quality of my profession to the fullest of my ability.

**Personal Details:**

Date of birth & Place **:** 28.11.1972 / West Champaran

Marital Status **:** Married

Nationality / Religion **:** Indian / Islam

Languages known **:** English, Hindi

**Academic Qualification:**

Bachelor Degree in Science from B.B.A. Bihar University Muzaffarpur Bihar India.

**Professional Qualification:**

Diploma in Material Management from Rastriya Technical Institute Jamshedpur, Diploma in Computer Application.

**Computer Skills:**

MS Outlook, Internet, MS-Word, MS-Excel, MS-PowerPoint, Tally, PageMaker, DOS, FoxPro.

**Permanent Address:**

St. Joseph Bhawan Road, Bettiah, Pin-845438, Dist. West Champaran, State Bihar. India. Mobile : +919939444589.

**Passport details:**

Date of Issue **:** 28th January 2013

Date of expiry **:** 27th January 2023

Place of Issue **:** Patna.

**Old Passport:**

Place of Issue **:** Jeddah (Saudi Arab)

**Experience Summary:**

Total Experience **:** 16 Years (Abroad 6 yrs. & India 10 yrs.)

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| **Details of Experience Summary:** | | | | |
|  | Name of Company | Position | Period |  |
| Reem Capital Contracting LLC, Dubai (Ghantoot Group) | Storekeeper | 01-12-2014 to Continue |

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| --- | --- | --- |
| Saudi Oger Ltd. KSA | Storekeeper | 12-07-2009 to 14-12-2011 |

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| --- | --- | --- |
| Name of Company | Position | Period |
| U B Engg. Ltd. | Storekeeper | 02-04-2012 to 22-02-2014 |
| Barauni Petro Chemical & Oil  Refinery | Storekeeper | 09-10-2007 to 19-04-2009 |
| Bureau Vistas India Pvt. Ltd. | Storekeeper | 23-09-2005 to 03-06-2007 |
| Newton Engg. & Const. Co. | Storekeeper | 01-02-2002 to 15-05-2005 |

**Job Responsibility:**

* Updating the inventory records in Oracle fusion and Database Store software.
* In charge of all incoming and outgoing materials.
* Weekly feedback report to Store Manager.
* Proper documentation of incoming and outgoing Materials and Tools.
* Preparing Purchase requisitions as per site demands.
* Quality and Quantity checking of incoming and outgoing materials as per purchase order.
* Follow up routine stock taking procedure and make sure it shows the closing stock which helpful to compare the recording level.
* Keep the records of all the materials in good rack systems.
* Making Store receipt Vouchers and Petty cash vouchers and proceed all documentation to accounts for supplier’s payments.
* Feeding all data entries and inventories i.e. Stock Report, Stock Inventory, Material Requisitions and Purchase Orders, Store Receipts Voucher, Inward and Outward Gate pass
* Makes intra- and inter-campus deliveries of requested and maintains records of all deliveries.
* Fills supply requisitions, delivers orders to faculty and staff.
* Receives, stores, tags and tracks surplus property; prepares property lists for items.
* Maintains the warehouse, records area and stores area in a neat and orderly manner.
* To issue materials only in required quantities against authorised requisition notes/ material lists.
* To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, etc.
* Prepare Documents and Report such as; Quotation Request Purchase Order Delivery Note, Gate Pass & Transmittal Form.

Declaration :

I do hereby declare all information are true, correct to the best of my knowledge and belief.

I hope you will consider my C.V’s favorable and call me for an interview and prove my worthiness and capabilities. I shall be ever grateful to you at all time.