**ASBAR**

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Dubai, UAE

**Career objective:**

Seeking a position as **Store Keeper** / **Labour Supervisor** & to be a member of an organization where growth and prospects are unlimited and individual is recognized for my work. As a professional I am creative and innovative, looking forward to strive and excel in a challenging atmosphere.

**Profile:**

* 20+ years of experience as Store Keeper & Labour Supervisor in UAE & KSA.
* Have basic computer skills.
* Can speak English, Arabic & Hindi well.
* Possesses excellent knowledge and skills in store keeping and maintenance as well as labour management at sites.
* Experience in in people & resource management.
* Excellent problem solving skills and ability to negotiate positive outcomes.
* Efficient Management and Organization Skills.
* Open Minded And Able to Work In Projects.
* Willing To Accept Additional Responsibilities.

**Professional Experience:**

**Enoxx International Contracting LLC**, Dubai, UAE

Designation: Labour Supervisor

Duration: 6 years

* Liaise and work closely with construction employees to utilize the day labour workforce in implementing the construction activities.
* Ensure that all works executed by assigned staff or contract are carried out safely and meets the needs of the company policy, client’s requirements and municipality guidelines.
* Undertake such duties as directed by Site Engineer or Manager as appropriate to the position and provide sound and timely advice on matters pertaining to the department.
* Observe and implement the requirements of the Occupational and Safety Act by contractors and labourers.
* Make recommendations to the Construction Engineer with regard to policy matters and issues in the construction area.
* Organize workflow and ensure that employees understand their duties and delegated tasks.
* Monitor employee’s productivity and provide constructive feedback and coaching.
* Maintain time keeping and personal records of employees.
* Pass on information from management to employees and the vice versa.
* Prepare and submit performance reports.
* Record overtime of employees and submit the same to Manager on time.
* Ensure adherence to company policies, municipality rules and regulation and any other legal compliance if any

**BINZGAR Co**, KSA

Designation: Store Keeper

Duration: 16 years

* Receiving and checking of all incoming deliveries.
* Detailed checking of procedures and associated records.
* Storing products directed and with full regard to safe practices and procedures.
* Ensuring specified products are ready for production procedures.
* Cleaning of all storage and associated areas/equipment to ensure that the highest standards of cleanliness are maintained.
* Completing appropriate records as required to maintaining efficient stock control.
* Ensure that correct processes are being followed and to alert the appropriate manager to ensure compliance.
* Work efficiently and effectively to support operational services.
* Maintain receipts, records, and withdrawals of the stockroom
* Receive, unload, and shelve supplies
* Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
* Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
* Rotate stock and coordinate the disposal of surpluses
* Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
* Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

**Computer skills:**

* Basic Microsoft Office Packages.

**Personal skills:**

* Matriculation (SSLC), Tamil Nadu, India

**Personal details:**

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| Date of Birth | 15.03.1970 |
| Nationality | Indian |
| Languages known | English, Arabic, Hindi, Tamil, Malayalam |
| Marital status | Married |
| Visa status | Visit visa |