**SHABBIR**

**Email:**shabir\_387769@2freemail.com

**OBJECTIVE:** To be able to contribute my knowledge and skills in my chosen field of work, by working a great sense of responsibility, dedication and hard-work, such that whatever expertise, training or skills I gain will be used for the development and share in the further growth of the company/institution.

**SUMMARY OF EXPERIENCE**

* 4Years’ Experience in UAE
* 4Years’ Experience in Pakistan

**CAREER HISTORY**

Dubai Industrial Area, Dubai

Job Title: **Store Keeper / Documents Controller**

**June 2015 to Present**

**Project** : AMIA-250 Construction Logistics Package- Al Makhtoom Airport: Dubai

**Position** : Store Keeper / Document Controller

**Service Period**: Feb 2018 to Present

**Project** : Maintenance of Camel Race Track

**Position** : Store Keeper / Document Controller

**Service Period**: Dec 2016 to Dec 2017

**Project** : Construction of Diera Islands - Construction of Night Souk & Boardwalk Zone 1 & Zone 2), Dubai - UAE

**Position** : Store Keeper / Document Controller

**Service Period**: June 2016 to Dec 2016

Job Title: **Warehouse In-charge**

**Dec 2012toApril2015**

**Position** : Warehouse In-charge

**Service Period**: Jan 2012 to April 2015

**MY DUTIES INVOLVES**

* Lead the team for effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
* To follow-up overall inventory management.
* Taking physical inventory once a month to cross check with the monthly inventory report.
* Materials receiving and prepared MRR Bin card, SIV issue & reporting of stock.  Ensure development and management of materials planning functions, Create item specific forecasts over a lead-time to be used for effective and efficient inventory management
* Forward required documentation to corporate or unit purchase depending on the nature of item to be procured
* To ensure recording of the necessary data in ledger and computer software on time.
* Timekeeper maintains the meeting schedules of a construction project. For example, if a there’s an upcoming management review meeting.
* Performs related and peripheral site-specific duties as required.

**SKILLS**

* Knowledge in the operations of MS Word, MS Excel, MS PowerPoint& MS Outlook
* Visual Graphics and Multimedia Design (Photoshop, Flash, Virtual DJ)
* Excellent CCS (Construction Computer Software) and ERP software.
* Knowledgeable in flow of Sales and Inventory Process

**EDUCATIONAL BACKGROUND**

**University** : **Bachelor of Commerce**

Punjab College of Commerce Gujranwala

 Year Graduated: 2010

**College** : **Intermediate of Commerce**

 Punjab College of Commerce Gujranwala

 Year Graduated: 2008

**Secondary**  : **Matriculation in Science**

BISEGujranwala, Examination Institute

 Year Graduated: S.Y. 2006