**FAIZAL**

Email: [faizal-397291@gulfjobseeker.com](mailto:faizal-397291@gulfjobseeker.com)

Tamilnadu INDIA

.

**CAREER OBJECTIVE:**

To become a **STOREKEEPER** who oversees and coordinates Store keeper and activities including monitoring & updating receiving goods and outgoing & transferable goods.

**PROFILE SUMMARY:**

A highly competent and organized Storekeeper with 6+ years of experience in a hardworking, pro-active Store manager with an upbeat and positive attitude, who is looking for an opportunity to make a big difference in a business that, is moving forward.

**PROFESSIONAL EXPERIENCE:**

Designation Company Industry Project Duration

Designation Industry Project Duration

: **STOREKEEPER**

: Aljabar – Talke Ltd. (Al jubail,ksa)

: petrochemicals ,Logistics ,oil&gas

:Sabic polymers plf project

: From March 2012 to April 2016.

: **STOREKEEPER**

: Oil & Gas

:Adco Refinery Tank Desludgeing

: From May 2017 to May 2019

**ROLES AND RESPONSIBILITIES:**

* To check proper documentation are available for incoming, outgoing &transferable Goods.
* Issuing purchase requisitions to Purchase Department as and when necessity for Goods in stores arises.
* Preparing purchase requisitions as per site demands.
* Quality and Quantity checking of incoming & outgoing Goods as per purchase order.
* Storing the Goods in such a manner so as to minimize the occurrence of risks and to prevent losses due to defective storage handling.
* Storing and preserving Goods at proper and convenient places so that items could be easily located.
* Making Store Receipt Vouchers and Petty Cash Vouchers and proceed all documentation to Accounts for Suppliers payments.
* Distributing items to concern departments as per their request.
* Supervise warehouse operations and oversee employees
* Contact vendors and responsible for returning damaged goods to vendors
* Track inventory of products on shelves and storage unit

1

* Performed general office and administrative responsibilities.
* Weekly feedback reports to Finance Manager.
* Telephonic and E-Mail Communication with our Purchase team, Vendors & Customers.
* Well known about IT, Computer hardware, Microsoft Outlook, Excel & Word.
* Feeding all data entries and inventories, i.e. Stock Reports, Stock Inventory, Material Requisitions, Purchase Orders, Store Receipt Voucher, Inward & outward gate pass.
* Responsible to Clear all empty (Bins) daily and weekend basis.
* Responsible to control, monitor and improve day-to-day activities of the store.

**EDUCATIONAL CREDENTIALS:**

BCA (Bachelor of computer Application)

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPUTER PROFICIENCY:** | | |  |
|  |  |  |  |
| Operating System | | | : Windows & Mac os |
| Office Suite | | | : MS Office, Tally, Erp, sap. |
| **PASSPORT DETAIL:** |  | |  |
| Date of Issue | | | : 26/07/2019 |
| Date of Expiry | | | : 25/07/2029 |

|  |  |  |
| --- | --- | --- |
| **PERSONAL PROFILE:** | |  |
|  |  |  |
| Date of Birth | | : 10th Aug 1985 |
| Gender | | : Male |
| Marital Status | | :Married |
| Nationality | | :Indian |
| Languages known | | :Arabic,English,Hindi,Tamil, malayalam. |

**DECLARATION:**

I do hereby declare that the above furnished information is true, Correct and complete to the best of my knowledge and belief.

Date:

Yours Faithfully

Place:

(…………………)

2