# 

# 

# OBJECTIVE

*Intending to build a career with leading corporate with committed and dedicated people, which will help me to explore myself fully and realize my potential. Seeking a position in well known logistics-based organisation or other industry which suits with my profile*.

# PROFESSIONAL EXPERIENCE

* **Store Keeper (08 May 2014 –to till Date) Construction Industry**

***Roles and Responsibilities***

**Preparation of GRN by Oracle System. Preparing Purchase Request &Plant Machinery & Vehicle Control Card Preparing by Oracle System.**

Storekeepers manage, supervise, or perform a variety of tasks in ordering,

receiving, storing, accounting for, distributing, shipping, and issuing

equipment, apparatus, materials, and supplies; and perform other related

duties as required.

* **Time Keeper/Store Keeper (12 Feb 2012 –15 April 2014) *ORASCOM CONSTRUCTION INDUSTRIES, ABUDHABI (Project: Poly Proleylne Plant, Borouge3, Ruwais)***

## Roles and Responsibilities

* + Responsible for the store, the material and the manpower associated with it, including its safe custody and security. All materials stored as per SDS and MSDS.
  + Material requirement to be planning department
  + Daily material stock register maintains
  + Daily site issue register maintains
  + Daily stock ledger maintains
  + Daily basis receipt issued, and balance maintain to be system
  + Controlling all incoming documents and filing it as well for future reference.

## VENTURE GULF (OIL AND GAS DIVISION), QATAR (Project: Warehouse - Oxydentral Petroleum Company)

***Roles and Responsibilities***

* + To Check stock of materials
  + To verify the stock and indent
  + Verification of receive and issue vouchers
  + Inspection of materials
  + Reconciliation with store and account
* **Store Keeper (Oct 2004 – Feb 2010)**

## AL AHMADIAH AKTOR, DUBAI

***(Project: Al Safouh Building in Media City Dubai, Ibn Batuta Gate Hotel in Dubai)***

## Roles and Responsibilities

* + Keeping Store records up to date
  + Maintaining purchase and issue details
  + To check book balances, with the actual physical stock at frequent intervals by way off internal control over wrong issues etc...
  + To exercise general control overall activities in stores department
  + To verify the stock and indent
  + Verification of receive and issue vouchers
  + Inspection of materials

# Store Assistant (1995 – 2003)

## NATIONAL PETROLEUM CONSTRUCTION COMPANY (NPCC), ABU DHABI

***(Project: Zadco 414 New Gas procject Zirku Island, ADMA OPCO – Utility Tanks and Boilers Project Das Island, USSC Zakum Field-Modification of offshore control systems (MOOCS) Project, ADNOC Refinery Boiler 6&7 Storage Tnak Project – Ruwais)***

## Roles and Responsibilities

* + Activities in stores department
  + To verify the stock and indent
  + Verification of receive and issue vouchers
  + Inspection of materials

# Qualification:

* + **Pre-Degree (April 1991) Kerala University,**



# Languages Known:

* + English, Hindi, and Malayalam

# Computer Skills

* + Knowledge in **MS Office** & Internet browsing

# Personal Profile:

Date of Birth: 25-05-1973

Gender: Male

Nationality: Indian

Marital Status: Married

Current location: Dubai

Visa status: Employment Visa (Transferable) UAE Driving License: Yes

Personal Contact: [manoj-397746@2freemail.com](mailto:manoj-397746@2freemail.com)

Reference: Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

Email: [feedback@gulfjobseeker.com](mailto:feedback@gulfjobseeker.com)