

**SRIJU**

**Construction Company in Dubai**

Contact +971-504753686 D.O.B: 03​ July 1989.

Email: [sriju-399493@2freemail.com](mailto:sriju-399493@2freemail.com)



**Inventory Management Professional / Storekeeper /**

**Store or Logistic Coordinator (BSC- Physics)**



**PROFILE**

* Competent Inventory Management professional offering 08​**+ years’ rich experience (8 years 8 months)** in Stores/ Inventory management / Purchase activities handling various assignments with a reputed organization.
* Excellent communicator with a bent of mind to analytically solve problems.
* Put in place various procedures to enhance quality of procured material and optimize inventory.
* Initiated local development and procurement of various materials to reduce cost.
* Highly **methodical**​ **and well organized​**in work habits with well-developed leadership and motivational skills.
* Seasoned professional, with planning, implementation, monitoring and **resource**​ **balancing skills** and**​** ability to handle multiple functions and activities in high pressure environments.
* Sincere, hard working and self-driven with **abundant**​ **positive​**attitude.

**KEY STRENGTHS**

**Store Keeping ♦​**​**Purchase Management ♦​**​**Stock Updating ♦​**​**Vendor Management ​♦**​**Logistics & Documentation**

**Market Research ♦​**​**Vendor Development ​♦**​**Stock Keeping ♦​**​**Cost Reduction ​♦** ​**Warehouse Management.**



**FIELD OF EXPERTISE**

**Stock Management**

* Overall store supervision, maintenance of stock registers, Inventory Control.
* Order new stock as per the requirements.
* Handle codification of the material department wise to easy to be monitoring the stock level.
* Prepare material indent, handle hire machinery on site, handle formwork (M/s Doka, Peri & RMD) & Scaffolding material cup lock system.
* Handled central stores & project site stores raising PR for the required material, issue as per PR if qty
* Responsible for Purchase management, preparing day-to-day material requirement report.
* Handle inspection of purchased material, managing inventory of material & material tracking for the specified vendor.
* Handle the entire domain of store keeping functions.
* Handle Building material, Electrical decorative fixtures, Sanitary ware fittings & accessories and interior furniture
* Decide reasonable inventory levels for all items and devise procurement plan accordingly.
* Ensure the upkeep of storeroom.

**Material Management**

* **Coordinate with Planning Engineer / Project in charge for Stores setup, Material requirement of the project and RO purchase for material Procurement.**
* **Checking of Incoming materials, Gate entries, Quality of materials along with Quality Engineer or Site Engineer to check Quality of Materials shelf life, test certificates wherever required.**
* **Check the purchase order of Material for: Description, Quantity, Quality and delivery schedule.**
* **Check the Invoice, Delivery challans & Test certificate Compare delivery challans with PO specifications Check Expiry date, Shelf life.**
* **Material stocking, storage and tagging to easily identify the materials**
* **Keep control of the reorder level for fast moving materials like Diesel, Binding wire, Cement, Steel & shuttering oil etc.**
* **All major materials cumulative receipt to be submit to Planning engineer of every month for reconciliation purpose**
* **Reports to Regional Office: Stock statements for all items every month duly signed by project Manager, Planning engineer and Storekeeper, Stock comparison & cumulative consumption of major materials.**
* **Central Yard management for formwork materials. Controlling of inventory of AED 20 Million. Controlling and tacking of inventory as per the requirement for the site projects. Transferring of formwork materials to the site and receiving excess stock from the site projects.**

**Documentation**

* Prepare purchase requisition / transfer requisition, stock transfer receipt, material receipt for LPO.
* Process bills related to purchase orders, office contingencies & expenditure. Prepare monthly reports for smooth process.

**SAP Knowledge**

* **Have a good knowledge in Inventory module.**
* **Making PR(ME51N) both for site transfer and new purchase and Other Service PR.**
* **Having a good knowledge in categorizing the materials for ex: Asset Materials, Project Materials with budget, common materials for the project, IT materials and stationary materials.**
* **Tracking of PRs (ME5A) for the pending and follow-ups to Procurement Department.**
* **Tracking of LPO (ME2N) for Delivery pending and follow-up with Vendors.**
* **Entries for GRN for LPO Material in MIGO and Parking of the Invoice.**
* **Entries for Material Stock Issuing in MIGO.**
* **Transfer STO process and Transfer GRN in MIGO.**
* **Monthly Monitoring of Stock report from MB5B.**

**PROFFESSIONAL EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.N | Name of the Organization | Period: From - To | Designation | Location |
| o. |  |  |  |  |
| 1 | Shapoorji Pallonji Co. Ltd // Shapoorji | 01.10.2010 to 25.02.2014 | Asst. Store Officer | Kerala, |
|  | Pallonji Engineering & Construction. |  |  | India |
|  |  |  |  |  |
| 2 | Shapoorji Pallonji Mideast LLC | 26.02.2014 to 27.02.2019 | Store Keeper | Dubai, |
|  |  |  |  | UAE |
|  |  |  |  |  |
| 3 | Construction Company in Dubai | 04.03.2019 To Till Date | Central Keeper | Dubai, |
|  |  |  |  | UAE |
|  |  |  |  |  |

**KEY PROJECTS HANDLED**

* ISRO – IIST Project, Shapoorji Pallonji Co.Ltd, Kerala – Project estimated value INR- 380 Crores.
* Landmark HQ Project, Shapoorji Pallonji Mideast LLC, Dubai – Project estimated value AED – 345

Millions.

* Central Store & Yard, Dubai – Shapoorji Pallonji Mideast LLC – Inventory Value – AED 20 Millions.
* Central Store Scaffolding Formwork Department & Civil Store – ASGC Construction LLC – Inventory Value – 40 Millions

**EDUCATIONAL QUALIFICATION**

**BSC – Physics –** Mahatma**​** Gandhi University, Kerala.

**Computer Proficiency**

Well verse with MS Word, Excel.

Having work experience on Following inventory software’s:

1. SAP – MM modules (with full knowledge).
2. ERP – MM Modules.
3. Oracle Software – Scaffolding (inventory & requestor) module & Civil (inventory & requestor) module.
4. Plant Soft – For Hire invoicing of Scaffolding materials with inventory of all projects.
5. HRMS – Labor attendance management for the workers payroll.

**PERSONAL DETAILS**

**Passport** Valid up to 19​**th​**March 2023

rd​ ​

**Visa Status :** Residence Valid up to 03​ ​March 2021 **Language Skills:​**English, Hindi, Malayalam, Tamil & Kannada. **Gulf Experience​**: **5**​ **Years 4 months. Domestic Experience: 3 Years 4 months.**

**Declaration:**

I do here by confirm that the information given in this form is true to do the best of my knowledge and belief.

**SRIJU**