**SELVA**



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**Career Objective:**

Seeking a challenging environment and assignment where my knowledge and experience can be utilized to improve performance, skills and profitability of the company. As I have good exposure towards MEP production field especially in the areas of **Store, Logistics** and **Expediting**.

Demonstrated ability in planning to build and maintain positive working relationships with all people at all levels, both inside and outside the company. Ability to work in pressure environment with deadline.

**Experience History:**

Around 6+ years of experience accomplished by serving through different fields in production level and pertained divisions of esteemed organization in MEP and oil & gas field in UAE. Well-versed and good in computer literacy with familiarity of other supportive standard applications that helps in administration, materials and procurement fields.

**Employment Chronicle**:

* **Haydon MEC LLC, Dubai**

Position: **Senior Store Keeper**

Duration: From **April 2014 to till date**.

* **Qcon, Qatar (Das Island, AbuDhabi)**

Position: **Store Keeper**

Duration: From November 2013 to March 2014.

* **Costain Company – (Das Island) Abu Dhabi**

Position: Store Document Controller

Duration: From September 2012 – April 2013

* **G.K industries –Tamil nadu, India**

Position: Warehouse-in-charge

Duration: From 1998 to 2011

**Duties &Responsibilities:**

* Monitoring, reporting and improving upon material delivery metrics to include optimizing inventory levels and customers schedules.
* Receiving of Direct and Stock items, arranging for Inspection and update the inventory etc...
* Good knowledge in ERP (sage 300 & Amtech).
* Finding urgent spares from other suppliers using Spare Finder via Internet and Coordinating with the concern affiliates to issue materials on loan / sale basis
* Inspecting the spare parts receive as per PO, creating the discrepancy report if any and forward to Purchasing & Accounting department for further action
* Locating of spares upon creating of stock numbers, fixing locations.
* Updating the material data as per end user’s suggestion with the Min / Max, ROP quantities, changes in part numbers & manufacturer information etc.
* Preparing overdue Purchase Order report, tracking and expediting of spares on order.
* Co-ordination in returning to stock of unused spares repair and returns.
* Packing and dispatching of items for repair outside, preparing of documents as per customs requirement.
* Co-coordinating with site Engineers & Supervisors to arrange the require materials at site.
* Tracking and follow up of all direct charge Maintenance Purchases.
* Reporting to the immediate manager about day to day work activities.
* Receive spares for the Company, containing direct out and stock items; arrange inspection, acceptance and rejection as well.
* Inspecting the spare parts received as per PO, creating the discrepancy reports if any and forwarding to purchasing and accounting departments for the further action.
* Maintain proper storage of all materials at warehouse and sites taking into consideration proper safety procedures.
* Coordinate with concerned dept. regarding gate pass and work permits for employees.
* Coordinate with the site engineers and supervisors for arrangement of materials required at site. Maintain inventory of materials at warehouse/stores and construction sites.

**As a PR (Purchase Requisition) Controller**:

* Sending RFQ (Request for quotation) to Qualified Vendors, preparing quotation evaluation sheets and issuing purchase Orders to low bid Vendor.
* Follow up with vendors for expediting material deliveries.
* Maintaining Reports of contract expiry/renewals and send remainders to the concerned dept. &Contractors.
* Procurement of materials and services which is inclusive of Source determination, Vendor selection, Purchase Order processing and monitoring.
* Maintain complete database of Purchase Requisitions & Purchase Orders in a systematic way for easy tracking purpose.
* Tracking and follow up of all direct out maintenance related purchases from buyer, supplier and stores.
* Preparation of Purchase Requisition and keeping record of Budget amount of the various plants.
* Correspondence with various dealers regarding their material requirement, material enquiry and material acceptance.
* Reporting to the immediate manager about day to day work activities.
* Co-ordination in returning to stock unused spares and repair and return materials.

**Educational Attainments:**

* B.Sc from MS University –Tamilnadu, India
* **PGDMM- (PG in Materials Management**) – Annamalai University, Tamilnadu, India.
* **MBA (Logistics & supply chain management**) – Currently doing.

**Professional Skills**:

* Well good knowledge in presenting executive reports and power point, presentations for management and company using MS-Office tools such as (MS-Word, MS-Excel, MS-PowerPoint).

**Strengths:**

* Able to learn quickly and adopt easily in any working environment, self-motivate, hardworking, responsible with good leadership qualities and having “Can do “positive attitude.
* Learn new things, accept new challenges, sense of initiative and responsibility to adopt new situations and believe that these are the importance assets.

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* Extensively traveled and strong in interpersonal communication.

**Personal Profile**:

Date of Birth : 27th March 1976

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi & Tamil

**Declaration:**

I hereby declare that the details furnished above are true to the best of my knowledge and

belief And I Promise to dedicate myself to the responsibilities given to me to the fullest Satisfaction.