**SATHAR**



**Email:** [sathar.383713@2freemail.com](mailto:sathar.383713@2freemail.com)

In quest of challenging assignments inStores /Inventory Management / Document Controller with an organisation of repute

**Snapshot**

* An astute professional with **over 10 Years** of rich & extensive experience across diverse industries including Stores , Engineering , IT , Purchasing & Inventory Management.
* An enterprising player with strong analytical, problem solving & organisational abilities.

**Career Highlights**

**AlDhafra Pipeline Contracting Company ( APCC ) Jan 2016 – May 2017**

**As Stores In Charge**

**Key Deliverables**

* Controlling the store and materials
* Receiving Material Requests from sites and further processing the requests
* Maintaining and tracking the assets and inventory.
* Maintaining the warehouse and storage areas
* Time Sheet Preparation of Supply workers and Company workers
* Arrange Transport and monitoring the vehicle
* Submission of monthly & Weekly reports – Equipment and Working

**Al Ghurair Construction Jan 2011 – Dec 2015**

**As Stores In Charge**

**Key Deliverables**

* Controlling the Central store and all the site stores
* Receiving Material Requests from sites and further processing the requests
* Maintaining and tracking the assets and inventory.
* Maintaining the warehouse and storage areas
* Submission of monthly reports

**Previous Assignments**

**Al Ghurair Construction Oct 2006- Dec 2010**

**As Store Keeper**

* Receiving the materials from the suppliers and check the quality and quantity of the materials.
* Issuing the materials to the site store according their request and reporting to the supervisor for the less quantity items.
* Making Physical checking of the materials and report submission to the head of the department.

**Technical Engineering Company(TES)**,**Diera, Dubai**  **Dec 2003 – Oct 2006**

**As Purchasing &Office Assistant**

**Key Responsibilities**

* Involved in Data Processing
* Making Purchase orders for electrical and mechanical items
* Arranging the files and Document controlling works

**Previous Assignments**

**Keltron ,Kannnur ( Taluk Office ,Hosurg , Kerala )**  **Sept. 2001– Sept. 2003**

**Computer Operator and Programming Assistant**

**Key Responsibilities**

* Issuing Photo Identity Cards for he Election Commission of India, Kerala.
* Data Entry and Programming Woks in the electoral rolls , HosdurgTaluk Office , Kerala , India

**Scholastics**

**University of Calicut – 1993 -96**

* **Studied B.A ( Batchelor of Arts )** from CalicutUniversity, Kerala , India
* **Pre- Degree** from University of Calicut , Kerala , India , 1991 – 1993
* **SSLC** fromBoard of Public Examination 1990 – 1991

**Certificates**

* **NEBOSH ( COURSE COMPLETED CERTIFICATE NEBOSH IGC from International HSE Council , Techno park, Dubai)**
* **Emergency First Aid at Work ( DCAS) from EUROLINK SAFETY, Dubai**
* **Basic Fire Fighting / Fire Warden from EUROLINK SAFETY, Approved By Dubai Municipality, Dubai**
* **Fire Safety Fundamentals and proper use of Fire Extinguishers- from Emirates Civil Defence Academy. Dubai –Date 16 March 2017**

**Technical Education**

* **PG Diploma in Computer Application**  from St. Aloysius College , Mangalore , Karnataka 1996 - 1997

**Course Contents** : MS DOS , Qbasic , Digital Computer Fundamentals (DCF), Dbase, System Analyses and Design(SAD), Word Processors, Spreadsheets, FoxPro, UNIX, Local Area Network(LAN).

**Project** : Inventory Control – Assisted by K. Umesh Kamath & Co, Kanhangad, India

**Software used** : FoxBASE+.

**Personal Dossier**

**Date of Birth :**04thMay, 1976

**Date of Expiry** :25.07.2027.

**Languages known :** English, Hindi , Malayalam .

Arabic (Read & Write)

**Visa Status : Visit Visa**

**Valid UAE Driving Licence – Light Vehicle**

**Issue Date : 14/09/2014**

**Expiry Date : 21/09/2024**

**Place of Issue : Dubai**