**FAZAL**

**Email:** [**fazal.388080@2freemail.com**](mailto:fazal.388080@2freemail.com)

E**DUCATION / ACADEMIC QUALIFICATION:**

**B.Sc (Physics + Math)**  2006. Punjab University Lahore.

**F.Sc. (Pre-Eng)** 2003. Federal Board Islamabad.

**Matric (Science)** 2001. Federal Board Islamabad.

E**XPERIENCE**

UDECO (PAEC). Fath e jang Islamabad. Three Years as Assistant Warehouse.

OYON AL HEJAZ DAMMAM KSA. One Year as **"Material Co-Ordinator"**

**Job Description / Responsibilities at UDECO.**

Receiving and stocking all materials received.

Counting physically and checking.

Issuing material as per issue voucher.

Posting of all vouchers to update the ledgers.

Preparing Stock verification report for every three months.

Preparing Store Inspection reports (SIR), Store Received Vouchers (SRV).

Documents record keeping such as Purchase Order, Delivery Notes,

Invoices, Gate Passes, Issue Vouchers, return Vouchers for audit purpose

and for official records.

Preparing muster Roll, duty roaster for store staff.

Drafting and noting.

**Job Description at Oyon Al Hejaz Dammam KSA.**

Preparing MR (Material Requests).

Preparing CST (Comparative statement).

Preparing PO.

Preparing RMR (Received Material Report).

Preparing Inspection of material report signature by Concerned engineer.

Stocking and racking all material.

Preparing MID (Material Issue Document)

Preparing Monthly stock reports, Stock Purchase, Stock Issued, Stock in hand.

Submittal of Stock report to PD.

Documents records.

Follow up undelivered materials.

Maintaining of store yard activities.

**IT Skills:**

MS Office.

MEDI Cubes and DMIS (for stores)

**Extra Curriculum Activities:**

Reading Newspapers. Reading Books