

**Mukkramu**

### E-Mail: [mukkram-394833@gulfjobseeker.com](mailto:mukkram-394833@gulfjobseeker.com)

**Visa Status:Visit Visa Valid Till 20th Dec 2019**

**Career Objective**

Looking for a challenging role in a well reputed organization where commitment to profitability, cost impact, quality, timely completion of projects and client’s/management’s expectations are needed. If I am given an opportunity I would like to prove myself and serve the Organization with my skills & abilities.

**PROFILE:**

Oversee Staff, Maintain Inventory, Implementing Strategies, Customer Service, Record Keeping, Maintain Sales Floor, Coordinate between all Departments, Project Execution, Project Monitoring and Reporting, Production Planning, Schedule and Shipping.

**Professional WorkExperience:4 Years**

**Planning Engineer and Store-Logistics Supervisor - From Oct 2015 to Aug 2019**

**Saudi - Jeddah**

Responsible for serving as the primary liaison between the Planning Department and Warehouse - Logistics department, Project Management Group Department, Production Department, Purchase Department, Quality Control Department, Installation Department and senior managers and the rest of the company.

**Duties Planning Engineer:**

* Initiate, prepare & develop project plans & schedules according to standards, contract specifications and accepted Project Management practices.
* Coordinate with the Project Manager, Site Manager, Site Engineers, Job Estimators, Engineers of various disciplines etc. to acquire proper data and specifications for the schedule.
* Develop major milestone activities & establish a well-defined Work Breakdown Structure, which includes all the scopes of work. Assign duration, resources (Manpower, Materials and Equipment’s) for each activity.
* Prepare reports & charts, i.e., daily/weekly and/or monthly reports as required by management and/or client.
* Prepare Extrusion, Fabrication and Delivery Plans and Schedules
* Assess actual progress versus planned progress to determine trends and variances. Develop Action and Recovery plans to support project completion on time. Revise the project plans & schedules (re-planning and re-base lining) for variation orders/change orders/additional scope of works and Extensions of Time.

**Duties Store-Logistics Supervisor:**

* Planning, organizing and conducting activities in the Warehouse for the purpose of ensuring availability and efficient distribution of supplies and materials.Maintaining and organizing Warehouse layout and safe work environment.
* Upon receiving Job Order Material list updating in system for records, checking all Job Order Material lists and ordering materials, Making Purchase requisitions for the required materials.Upon receiving Requested material, Submitting Purchase Order to QC Dept. for inspection. Coordinating with QC for the physical inspection of all the received material.
* Making Production request for the production of required material as per the requirement of job orders, Receiving Product release certificate from QC and making transaction in Oracle.
* Frequently updating Min – Max stock values to maintain stocks of all the required materials. Making all Receiving and Issuing Transactions in Oracle.Maintaining Min-Max Report in Oracle.
* Conducting half yearly and annual inventories for the purpose of verifying stock and identifying losses, Monitoring stock levels in order to highlight minimum and maximum levels and therefore prevent part shortages.
* Identifying equipment (e.g. computers, audio/visual, motorized equipment, etc.) for the purpose of ensuring capital asset control.Inspecting warehouse equipment for the purpose of maintaining equipment in safe operating condition. Controlling of Fork Lift Truck management to ensure full operational capacity and achieve daily targets.Overseeing any planning maintenance of vehicles, machinery and equipment.
* Delivering the product to the customer on time, every time using appropriate methods. Ensuring that internal delivery processes are adhered to support dispatch time windows. Leading and following up and resolving Customer concerns.
* Ensuring that all relevant procedures and processes are followed and adhered to in line with the ISO (International Standard Organization), Company’s procedures and requirements.

**COMPUTER SKILLS:**

ORACLE - E BUSINESS SUIT, AUTOCAD, MS OFFICE, WINDOW MAKER, CATIA & ANSYS

**CABILITIES and COMPETENCIES:**

* Strong ability to multi-task, prioritize and execute.
* Know how to influence others, motivate them and also get the best out of them.
* Have high standards of work procedures, dress, grooming, punctuality & attendance
* Always polite and helpful with work colleagues, managers and clients.
* Ability to make logical, intellectual and critical decisions under pressure and stressful conditions.

**EDUCATION:**

Bachelor of Technology Degree (B. Tech) in Aeronautical Engineering (2012 - First Class) from Jawaharlal Nehru Technological University, Hyderabad, India

**PERSONAL PROFILE:**

Date of Birth : 4th October 1989

Religion : Islam

Sex : Male

Marital Status : Single

Languages Known : English, Arabic, Hindi, Urdu and Telugu

License : Indian Driving License