**Bejay Kumar Dey**

  E-mail: b.kdey@ymail.com /bejaydey@gmail.com

 Mobile No-(+974) 31256992, Qatar Driving License - Available

 **SEEKING SUITABLE POSITIONS**

 *WAREHOUSE SUPERVISOR /WAREHOUSE INCHARGE / MATERIAL CONTROLLER*

 **CAREER PRÉCIS**

* A result oriented professional with over **12+ years** of experience in Stores, Warehouse activity.
* *Presently working with “****Khalifa steel Industries W.L.L as* Warehouse Controller** Comprehensive experience in handling a wide area of tasks; Looking Warehouse activity.
* A professional having **12+years** of experience (**9year GCC & 3year in India**) in offering end-to-end Warehouse Operations, Logistics Operations expertise which directly results in efficiency improvements, Effectiveness and Quality of service, Cost reducing & Best utilization of Equipment’s and manpower
* ***Certifications:***
* **I O S H** Managing Safely (MS)-UK.
* **OSHA** Certified 30 Hour (Construction Industry)-US
* **FIRST AID** certificate authorized by Dubai govt.
* **St. John Ambulance First Aid** Certificate.
* **Fire & Safety Certificate.**

**CAREER HIGHLIGHTS**

 *Since Oct ’2022 to Nov ’2023*

 ***KHALIFA STEEL INDUSTRIES W.L.L***

 **Warehouse Controller (For the Factory)**

 **Available - Transferable Visa & NOC for Qatar**

Since our establishment in 2009, **Khalifa Steel Industries** has rapidly developed into a forward-looking supplier of high-quality products sourced from around the world. Our undertakings include the supply of rebar and building materials for housing and development projects in Qatar.

***Significant Highlights:***

* Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
* Execute the request of materials for project assuring the correct procedure for authorization.
* Maintaining **Stock report, GRN report, Promotional material reports, invoicing /DO/ Returns report**.
* Ordering supplies and maintaining suitable inventory levels.
* Checking orders, bills, items received, inventory, and deliveries for accuracy.
* PO wise tracking of incoming material and do the physically inspection.
* Proper accountability of receipt of materials from various vendors & other branches from our site with receipt of materials from our client.
* MRN & MRIR update in **ERP (Easy Pro)** and do the material allocation activity area wise.
* Adjust shortage material with surplus material accordingly technical Query..
* Maintaining all the execution & QAQC activities records for smooth & easy work flow.
* Manage receipt, storage and hand over of the spear parts with traceability.
* Follow up Damage/Discrepancy notes till their final disposition and mark in the appropriate records.
* Follow up material receipt activities such as review of delivery documents, material inspection and preparation of appropriate records for material acceptance or rejection.
* Maintain all documents related to receipts, Issues & Stock of the Materials.
* Monitors of all stores inward & outwards documents such as GRN's, Gate Pass etc.
* Responsible for all POD record (Proof of Delivery) for dispatched Material.
* Supervising the day-to-day activities of a team staff.
* Monitors of 'Good Receipt Note' (**GRN**) on daily basis for all Direct and Indirect material received and circulating the copy of information to Purchase section and department concerned.
* ***HSE (Health Safety & Environment)***
* Conducting daily toolbox meetings with store team & giving training for safe handling of equipment.
* Preparing the JSA (Job safety analysis) prior to start any job.
* Chemical handling and storage as per (MSDS) Material Safety Data Sheet & Hazard rating.
* Using all the certified lifting gears & regular checks on the lifting gears.
* For Waste Segregation system; made bins with different colour code to segregate the wastes in Yard.

*Since June ’2018 to Sep ‘2022*

***GULF PETROCHEMICAL SERVICES & TRADING L L C*** (***Oman Oil Project- C-257***)

**Warehouse Material Controller (Construction & EPC)**

**GPS** highly experienced in Greenfield and Brownfield EPC projects for CME & I Facilities and pipeline / flow line construction, including all types of fabrication works, design, fabrication and erection of petroleum storage tanks, related civil works / earth works and related building works.

***Significant Highlights:***

* Perform cyclical inventory of stock and maintain the physical inventory in the Warehouse.
* Preparing all material transaction reports in **ERP system**, preparing material consumption reports as well us for well costing purpose, preparing the reports as per month wise for audit purpose.
* Manage the facilities of 3000 square meter A/C warehouse, 400 square meters and 2600 square meters secure lay down area.
* Responsible for availability of Materials ensuring all stock is ordered against lead time. There should not be shortage of materials on site at the time of work
* Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per Purchase Order description & specification required.
* Keeping good knowledge of piping material like Pipe, fittings, flanges, valves, Nut& Bolt, Gasket, Instrument item, Mechanical items, vendor supply items and other special items.
* Responsible for the Warehouse, the material & the manpower associated with it, including its safe custody & security. All chemicals stored as per MSDS spec.
* To understand the purposes of each of the piping material control document such as BOM, Material summary, RFQ,PO,RFI and material certificate.
* Conducting staff Tool box meeting daily wise & Monthly wise
* Co-ordinate with Company man / Drilling Engineer / Well Site Operation Engineer regarding all project materials equipment expediting /delivery.
* Supervising the day to day activities of a team of 9 staff.
* Monitors of 'Good Receipt Note' (GRN) on daily basis for all Direct and Indirect material received and circulating the copy of information to Purchase section and department concerned.
* Monitors of Good Inspection Report and offering material received for inspection to concerned department / person.
* Physical verification of inventory & responsible for updating bin card at the time of issue and receipt of Material.
* Exposure on FIFO material.

*Since Sep ’2015 to April ‘2018*

ALYSJ JV- Joint Venture (DOHA Metro Project)

**Warehouse Controller (Construction & MEP)**

**ALYSJ JV is a Joint Venture between Aktor, L&T, Yapi Merkezi, STFA and Al Jabber, appointed by the Qatar Rail Corporation to Design & Build the Doha Metro GOLD LINE also known as QIRP DESIGN & BUILD PACKAGE 3 - GOLDEN LINE UNDERGROUND. The Doha Metro is an integral part of the Qatar Rail Development Program (QRDP).**

**Consisting of 4 lines, the Metro network will cover the Greater Doha area and will include connections to town centres**

***Significant Highlights:***

* Handling complete warehouse operation.
* Monitors and maintains current inventory levels; processes purchasing orders as required.
* PO wise tracking of incoming material and do the physically inspection.
* Material received – issue and make monthly report.
* Accessories inventory and make monthly report.
* Maintain all hazardous material is handled carefully as per environment, health and safety norms.
* Maintaining the proper storage of chemical, spare parts, Tools & stationary and other materials.
* Prepare all stock report for stock control.
* Storage of all materials are properly managed.
* Check all formality related to incoming items such as delivery challan,invoice, purchase order, test certificate, weight slip etc.
* Monitors the activity of the Warehouse receiving of material as per Purchase requisition / Purchase order.
* Informs related Departments. About the status of receiving and issuance as per procedures.
* Issues material to site. Prepares /checks monthly reports.
* Material damages and discrepancies reports to accounting department by mail.
* Material record the receipt and issue of material in the respective bin card regularly.
* Coordinating with logistics team for out bound transport arrangements.
* Familiarity with **SAP** systems.

*Since Feb ’2011 to Sep ‘2015*

Metito Overseas L.L.C (UAE)

**Sr.Store Incharge/ Inventory controller (Water treatment project - Offshore)**

**METITO OVERSEAS L.L.C is today one of the most highly reputed names in the wastewater industry. Its successful efforts to maintain high standards and complete projects well ahead of schedule, has made it one of the most reliable names in this field of operation. At the forefront of the water and wastewater industry in emerging markets**

***Significant Highlights:***

* Receiving & analysing inspection of raw materials.
* To check items received as per specifications/ po issued and accept / reject material accordingly.
* Physical verification of inventory & responsible for updating bin card at the time of issue and receipt of Material.
* Recording of goods receipts/ issues in **ERP** system & reconciliation with accounts.
* Identification of surplus/ Non-moving items/ Scrap for disposal.
* Co-ordinating with purchase & project engineer.
* To maintain the Min & Max Level of Stock to avoid shortage.
* Proper display/ identification in store for reducing the searching time.
* Preparation of all stores inward & outwards documents such as GRN's, Gate Pass etc.
* Responsible for all POD record for dispatched Material.
* To maintain the stock records and submit monthly stock statement.
* Responsible for opening new item codes and feeding all related information and standards in related software.

**ACADEMIC CREDENTIALS**

* High School Examination (10th)

 Hema High Secondary School, Bhopal

* Hr. Secondary School Examination (12th)

 Janak High Secondary School, Bhopal

* B.B.A (Specialization in Mkt)

 Allahabad University

 **COMPUTER PROFICIENCY:** MS Windows 98, 2k, NT, XP, Internet Explorer ERP, EIP and SAP – R3 Software.

**PERSONAL DOSSIER**

* Date of Birth:   19th April 1980
* Father’s Name: D.R. Dey
* Languages Known:  English, Hindi, Bengali and Arabic
* Marital Status: Married
* Notice period: 15 Days
* Address: H,No.65 Sangrilla Society Hoshangabad Road Bhopal (M.P)
* Relocation: Yes

**PASSPORT DETAILS**

* Passport No : T 1720864
* Nationality : Indian
* Date of issue : 25-01-2019
* Date of Expiry : 24-01-2029
* Place of Issue : Bhopal
* Issued By : Regional Passport Office
* ECNR Details : OK
* **Qatar Driving License : Available**
* **Qatar-transferable Visa : Available**
* **Qatar –NOC : Available**

I hereby declare that the information furnished above is true to the best of my knowledge.

 **SPECIAL NOTE: COVID19 VACCINATION COMPLETED FROM QATAR (DOHA).**

 Bejay Kumar Dey