**PITAMBER KHATIWADA (BIVEK G)**

****

🖂Email: - [bivekg12@gmail.com](mailto:bivekg12@gmail.com)

🖂Email: - [sanubivekg12@gmail.com](mailto:bivek.khatiwada@yahoo.in)

🖁**Mobile No: +974-55896436**

🖁**Office Mobile No: +974-55896436**

 Location Doha, Qatar

**|| STORE INCHARGE, PROCUREMENT OFFICER, SENIOR MATERIAL CONTROLLER||**

**PROFILE:-**

Offering over 12 years of experience as Store in charge, Procurement officer, Senior Material Controller. Strong team player and quick learner with excellent communication and interpersonal skills. To obtain Supervisor Retail position with reputable business where my skills and experience can be a positive contribution to company. Skilled in Procurement, negotiating, Parts & material identification, manpower management etc.

**AREA OF EXPERTISE:-**

 Store Management   Spare Parts System

  Vendor Management  Procurement

  Purchasing & Ordering   Leadership Skill

  Resource Planning 

  Site Coordination & Monitoring

   Knowledge of equipment, Materials & Parts

 Inventory

**CAREER CONTOUR:-**

**FAST HEAVY EQUIPMENT & DRILLING WLL, QATAR,**

(DECEMBER 2013 TO PRESENT)

**STORE IN CHARGE & ACTING PROCUREMENT OFFICER**

**KEY DELIVERABLES:-**

* Manage the inventory of PMV stores, including tracking stock levels, identifying slow-moving items, and coordinating with the procurement team to replenish stock as needed.
* Taking delivery of all incoming materials and reconcile with purchase orders, Track, document, and resolve any discrepancies on received orders.
* Acquiring new suppliers, nurturing current suppliers, and maintaining a healthy mix of category representation of all brands and products across categories as per store needs.
* Making arrangement for proper visibility and sell-through of the procured products, ensuring zero stock ageing, monitoring slow and non-moving stock, and maintaining optimum stock cover across all categories.
* Researching invoice cost received from nuance department or vendor and prepares cost of inventory items.
* Keeping all the records of purchase items; researches invoice costs. Maintaining the Purchase Requisition (PR) to Purchase Order (PO) Cycle time.



**SHANNON TRADING & CONTRACTING CO WLL DOHA, QATAR**

(DECEMBER 2011 TO DECEMBER 2013)

**SENIOR STORE KEEPER ELECTRICAL & MECHANICAL**

**KEY DELIVERABLES:-**

* Maintained of maximum and minimum stocks, the operation of an accounting system, the maintenance of inventory records, the preparation of material orders, and the receiving, inspecting, and storing of supplies disbursed on job orders and material transfers.
* Monitored the inventory of Orders, receives supplies stored in warehouse.
* Kept records for all item availability Prepare new requisition.
* Controlled to ensure appropriate stock and supply of necessary parts, shop and job supplies. Orders, receives, and maintains for supply.
* On an unfavorable events through analysis of data and prepared control strategies.

**OLAYAN DESCON ENGINEERING & INDUSTRIAL CO, KAS**

(JUNE 2006 TO AUGUST 2008**)**

**MATERIAL CO-ORDINATOR & ACTING TOOL ROOM OFFICER**

**KEY DELIVERABLES:-**

* Worked with Site/office engineers as well as job site staff to process requisitions for materials including reviewing material quantities and descriptions, expediting requisition approval and ensuring that the proper associated drawings were submitted to the buyers.
* Maintain all sensitive data information and prepare appropriate project schedule.
* Maintain all information for status of materials on weekly basis.
* Collaborate with construction team to schedule all deliveries and manage all delays and ensure compliance to all material requests.
* Prepare required reports for all cost accounts and procurement to ensure compliance to all account payable requirements.
* Prepare required documents and drawings and maintain all files for material delivery sites and prepare efficient work schedule.
* Coordinated quarterly inventories, performed all necessary data entry and created reports for management review.
* Evaluated inputs from engineers, buyers, expeditors and job site personnel and correlated information such as delivery requirements, construction packages, supplier information and delivery status with materials required for construction.

**CONVERSANT WITH**:-

**Software like MICROSOFT OFFICE, CATERPILLAR SIS, CMMS, DOOSAN EPC & HYUNDAI SPP**

**LANGUAGE KNOWN:-**

* **Arabic**
* **English**
* **Hindi**
* **Nepali**
* **Bengali**

**EDUCATION**:-

* DLE L. Secondary Pathariya Ma Nepal.
* SEE from Keso Aniruddawati Nepal.
* I. SC from Mechi College, Nepal.

**CERTIFICATION:-**

* Microsoft Office from Fontech Computer Institute **(Nepal).**
* Total (Qatar) Lubrication System **(Doha, Qatar)**
* Electrician & Electrical Product Certification Shannon **(Doha ,Qatar).**
* Light Driving License, **(Nepal)**.

**PERSONAL DETAILS:-**

* Date of Birth : 08th January 1982.
* Sex / Marital Status : Male/ Married.
* Passport No : 07318094
* Passport Expiry : 03/05/2024
* QID Expiry : **23/12/2024**
* Visa Status : Employment Visa (**Transferable**).
* Nationality : **Nepalese*.***
* Current Address : 28 Street, Industrial area right

Doha, Qatar.

* Permanent Address : Birtamode Municipality Jhapa District,

Provision 01 of Nepal.

**I hereby declare that all the information given above is true and correct to the best of my knowledge**.

~The End~