

## CURRICULAM VITAE

### **RAMKUMAR RAMANUJAM**

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**Subject:** Storekeeper & Warehouse In charge

Application for the post of Store Keeper & Warehouse In charge

#### **Objective:**

To pursue a challenging term career in the field of Construction Business as a 'Storekeeper'. I can utilize my skills, innovative ideas & ready to face new challenges.

#### **Brief Overview:**

Seasoned Store Keeper with expertise in warehousing that exercise general control over all activities in stores department. Knowledgeable in ERP applications and maintenance of proper records. Initiates material requests coming for different construction sites and timely follow-up of purchase order from different suppliers in order making sure that there are adequate stock in the store. Conducts actual physical stock inventory.

#### **CAREER HISTORY:**

##### **1. Organizatio**

**Company Name** : Saad Abdullah Al-Qahtani Contracting Saudi Arabia

**Designation** : Storekeeper & Warehouse In charge.

**Period** : 14-04-2021 to 20-10-2023

#### **Responsibilities:**

- Regular monitoring and analyzing different kind of tools and materials.
- Prepare Purchase Requisition & Issuance form.
- Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per Purchase Order description and specification required.
- MEP all items handling.
- Delivery Note, Gate Pass & Transmittal Form Material Receiving Report.
- Issuing materials and tools need of the workers.
- Weekly Procurement Delivery Report.
- Accountable tools issued to all workers.
- Encode materials received & issued.
- File maintenance for all outgoing/incoming materials.
- Analyzing the stock variances thoroughly and rechecking the same through proper recounting.
- Arrange the certification in the delivery orders for the payment process.
- Generating monthly Fuel Consumption Report
- Hired Equipment Report and Hires Scaffolding Report.

- Shipments receiving from port as per the packing list all type of construction materials.
- Supervising people for shifting materials in their exact area or location.
- Responsible for inputting Material Requisitions in Causeway.
- Material Receiving and GRN Posting to Company's System.
- Material Inventory and Monitor Stocks Availability.
- Responsible for Weekly and Monthly Material Report to Department Manager.
- Monitor the incoming and outgoing rebar and equipments.
- Monitor the incoming and outgoing precast materials and equipments.
- Maintaining a record of quality works which will be used for the future for production references.
- In charge in coordinating & monitoring materials required.
  - Arranged and segregate materials in their corresponding location.
- Daily Routine Store work.

## **2 Organization:**

**Company Name** : Mahmood Jameel Almahroos Contracting - Partnership Co. **Bahrain** ,

**Designation** : Storekeeper & Warehouse In charge.

**Period** : 28-03-2017 to 08-04-2020.

## **2. Organization:**

**Company Name** : **AVALON TECHNOLOGIES PVT LTD Chennai**,

**Industry type** : **Seat Metal End Cover and Front Cover**

**Designation** : **Store Supervisor.**

**Period** : 14-09-2011 to 27-02-2017 .

## **3. Organization:**

**Company Name** : **HYUNDAI MOTOR INDIA Chennai.**

**Industry type** : **Car manufacturing.**

**Designation** : **Store keeper.**

**Period** : 10-09-2008 to 09-09-2011.

## **My Strengths:**

- Friendly, outgoing person adapts easily to various situations.
- Open to learn new skills and willing to work long hours, as required. Good communication and interpersonal skills.
- Sets high standards for self and staff.
- Takes pride in providing a high level of service.
- Good sense of humor.

## **INSTRUMENTS TO HANDLE:**

**Vernier - Absolute / Normal.**

Gauge - Height gauge /micro meter /Thread gauge

**QUALIFICATIONS:**

**TECHNICAL QUALIFICATION:**

Diploma [Mechanical Engineer].

Moderator Gnanadasan Polytechnic, Nagercoil, Tamil nadu. (DOTE).

74.54% first class at (2006-2008).

**ADDITIONAL COURSE:**

ANUBHAV COMPUTER INSTITUTE,

AutoCAD 3d max

ZIS Institute of Non Destructive Testing

ASNT NDT LEVEL - 2

**COMPUTER SKILLS:**

Operating System : Windows98, 2000, XP. ERP

Office Tool : MS Office, AutoCAD 3D max

**LANGUAGES KNOWN :**

- English, Hindi, Tamil, Malayalam and little Arabic.

**PASSPORT DETAILS:**

- V1649093 / Expiry date- 06-12-2031

**BAHRAIN DRIVING LICENCE DETAILS:**

- 4 wheeler/ Expiry Date: 01 DEC 2024.

**PERSONAL DETAILS:**

Father name : S.Ramanujam.

Date of Birth : 16-05-1989.

Sex : Male.

Religion : Hindu.

Nationality : Indian

Permanent Address: S/o, Mr. S. Ramanujam, Moolachanvilai, Chunkankadai (P.O),  
Kanyakumari Dist -629 003, Tamil Nadu.

India.

**DECLARATION:**

I hereby declare the information provided is true to the best of my knowledge.

Yours Faithfully,

R.Ramkumar