

# AKHILESH CHANDRAN

## SKILLS

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company. I Hidden Hazards Identification (Advanced) I Verbal Hazard Communication (Experienced) I Job Hazard Analysis (JHA) I Incident Investigation Incident Reporting.

## EXPERIENCE

### Auto Parts & Store Coordinator | Hawali Auto | Jan 2010 - To Jan 2012 Bahain

- Receiving, storing, and issuing goods.
- Record maintenance and record keeping for spare parts warrantee
- Ordering required spare parts & maintaining minimum qty in stock, Coordination with suppliers.
- Analyze cost and make executive summary for job card, consumables, labor, parts
- Compliance with safety and health regulations, Adherence to policies and procedures.
- Inventory level optimization and cost minimization

### Storekeeper | Al Qudwa Foodstuff Co LLC Sept: 2017 - To May 2023 Dubai

- Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary, assist in receiving all merchandise from suppliers, Check all merchandise for discrepancies and damages, Sort merchandise according to pricing and location at store
- Store merchandise in proper location to increase sales
- Maintain stock levels by checking stock on hand against sales reports
- Inventory items according to location and store policy

### Engineering Coordinator Gilgian International Doha Qatar - 2024- Till

Under direction, performs a variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; maintains inventory and stock records; and performs related work as required.

- Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
- Fills supply requisitions; assists buyer in ordering adequate merchandise and supplies; delivers orders to faculty and staff.
- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies, perform other stock-related duties, including returning, packing, pricing, and labeling supplies, inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- All civil materials record the store material receipt and consumption on a daily basis.
- Record the store material receipt and consumption on a daily basis.
- Checking the stock as per records.
- Receiving materials, stocking, recording of receipts, assisting J.E. to prepare quality reports of the received materials.
- Issue materials as per the indent for different works.
- General supervision on the site regarding wastage of material, improper use of material etc.
- Recollecting any balance/ unused materials at the end of the working days

### Fire & Safety & Engineering Coordinator | Kottaram Holdings May 2023 - To 24

Onsite safety coordinator at multiple locations for a company operation, Operations, laisse with PWD & KSWA Executive Engineers, AXE, AE customer on safety issues, conduct accident investigation and perform safety inspections/audits with emphasis on corrective action implementation.

- Collaborate with others to develop new test approaches and methodology
- Issue (Goods Outwards) of Technical Materials to Work orders and/or Reservations on SAP
- Transfer Posting on SAP from one location to another when necessary
- Monitoring Stocks for replenishment as suggested by SAP MRP
- Creating SAP Purchasing Info records for Technical Materials in Inventory and updating those already in existence when necessary
- Assigning a source of Supply to any of the SAP generated PRs
- Prepare materials for events/meetings including room set up, catering delivery/clean up, IT coordination
- Purchase most items for CAPEX projects via SRM
- Management of test projects which includes planning, rig design and set up, development and execution for assessing durability performance
- Oversee test specimen performance, record and communicate issues observed during testing to Leadership and customers.

## OBJECTIVE

Advanced intellectual professional who, throughout several decades of progressive experience and exceptional accomplishments, in the field of Environmental Health and safety. Transport and Radioactivity, has achieved a peerless portfolio of numerous accomplishments in work place education, training, loss prevention, published materials and regulatory compliance, each with tangible proof of positive achievements in improving work place safety for targeted industries.



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DOB. 18.11.1988

Nationality. Indian

Driving License. Indian | UAE | Qatar

Visa Status: Qatar Trasferable

## VOLUNTEER EXPERIENCE OR LEADERSHIP

Storekeeper with seven years of experience in utilizing foodstuff & engineering processes in industrial environments, surveying and sustaining compliance to Engineering requirements laws and regulations on health and safety with pre - eminent rigor for fostering cultural change, and cultivating a consistent environment of safety.

### EDUCATION

DIPLOMA IN FIRE & SAFTY ENGINEERING

| 2006 | NIFE

NEBOSH INTERNATIONAL GENERAL  
CERTIFICATE

2016 | ECIS