



# SHAJAHAN.M

## MATERIAL CONTROLLER & STOREKEEPER

Dedicated and detail-oriented material controller+ store keeper with **13 years of experience in inventory management and logistics**. Seeking to leverage expertise in material controller to contribute effectively.

- Enthusiasm & Positive Attitude
- Creativity and New ideas

## WORK EXPERIENCE

### STORE KEEPER - 9 Years

Reinforcement Steel Cut and Bend Factory  
BLUE STEEL FACTORY, DOHA QATAR  
Duration: 2010 Nov to Jan 2019

#### Responsibilities:

- Co-ordinate with the procurement Department.
- Checking the Delivery Portal of Qatar Steel
- Follow-up arranging truck up to receive the material.
- Make proper stocking and notice to the QA/QC for the Material Inspection
- Updated Stock and Delivery and Report to all Departments.
- Checking the Delivery schedule from Production Department
- Arranging Trucks finished product Delivery from Factory to site.
- Prepared Delivery Note.

### Material Controller - 4.5 Years

Lootah group of Industries, U.A.E.  
Lootah Metal Section Profile & Reinforcement Steel Cut and Bend.  
Duration: May 2005 To 2009 Sep.

#### Responsibilities:

- Prepared material request based upon the requirement for purchase
- Co-ordinate with the procurement team.
- Follow-up up to receive the material.
- Make proper stocking and notice to the QA/QC for the Material Inspection
- Sales Coordination updated the order status between GM and Salesman
- Material issue for the production.
- Prepared Delivery Note and Invoice.
- Updated Stock and Delivery Reports.
- Orders taken from the Cash Customer.
- Submitted Cash & Cheque in Accounts

## MY CONTACT



Phone  
+974 7745 0902



Email  
Shaje.mifeb@gmail.com



Address  
Old Murra, Doha Qatar

## ACADEMIC QUALIFICATION

Diploma in Electrical and Electronics Engineering.  
Institute: M.I.E.T. Polytechnic, Trichy

HSC- May 2006  
Secured 53% aggregate from K.M.H.S.S, Trichy.

SSLC- May 1994

## COMPUTER KNOWLEDGE

MS Office, Windows 7&10

## VISA STATUS

### transferable

Qatar RP Expiry: 10 / 05 / 2025

## PERSONAL DETAILS

Nationality : Indian  
D.O.B & Age : 25 june 1979 & (45)  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
Address : 2/137A South Street  
Deviyakurichi Post, Attur -Taluk,  
Salem- 636112 **Mobile: 7339522322**

## ADDITIONAL QUALIFICATION

QMS Foundation Training  
Course  
HSE Training

## REFERENCE

Reference available upon request.

## LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

## HOBBIES



Music



Travel



Sports

## Electrical Instructor(A.M.I.T.I.Samayapuram,Trichy, India.)

Duration: 01/06/2001 to 25/03/2005.

### Responsibilities:

- Conduct the Theory and Practical Class.

## Sales Executive (Parani Marketing Corporation, Trichy, India.)

Duration: 17/10/2000 to 24/04/2001

### Responsibilities:

- Submitted the tender letters.
- Attending the tender meeting with the following company,
- Bharat Heavy Electrical Ltd.
- Heavy Alloy Penetrating Project.
- Ordinance Factory Trichy.
- Follow-up for material trial inspection.
- Follow-up for material delivery.
- Follow-up for Payment

## COMPUTER KNOWLDGE

- MS Office
- Windows 7&10.
- SAP Software , Orion 10, aSa

## SKILLS

- Excellent analytical and problem-solving abilities.
- Effective communication and interpersonal skills.
- Ability to prioritize tasks and work efficiently under pressure.
- Knowledgeable in vendor management and procurement procedures.
- Familiarity with safety regulations and compliance standards in warehouse environments.

## Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**M. SHAJAHAN**



337

*This Diploma in*

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING STATE BOARD OF TECHNICAL EDUCATION AND TRAINING STATE BOARD OF TECHNICAL EDUCATION AND TRAINING STATE BOARD OF TECHNICAL EDUCATION AND TRAINING STATE BOARD OF TECHNICAL EDUCATION AND TRAINING

is awarded to

SHAJAHAN M

who has completed the prescribed

course of studies in the above discipline

course of study in the above discipline

and passed in **SECOND CLASS**



**Minister for Education  
and Chairman  
State Board of Technical Education  
and Training, Tamil Nadu.**



TO WHOM IT MAY CONCERN

*This is to Certify that Mr. Shajahan Musthafa, holding Indian Passport No. J3517103, has worked in this Company as a Store Keeper Novovember,2010 to January,2019.*

*During the tenure of his service, we found him honest, hard worker, punctual and obedient. He is leaving this Company for better Prospects.*

*We wish him all the best in his future Career.*

**HR. Admin Manager**  
**Mrs. Grace Matta**





بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
مجموعة شركات لوتاه  
Lootah Group of Companies

01 October, 2009

Ref.: ..... الإشارة

Date : ..... التاريخ

**TO WHOM IT MAY CONCERN**

This is to Certify that Mr. **Shajahan Musthafa**, holding Indian Passport No. **B5358779**, has worked in this Company as a Material Controller May, 2005 to Sep 2009.

During the tenure of his service, we found him honest, hard worker, punctual and obedient. He is leaving this Company for better Prospects.

**We wish you all success in your future endeavors.**

  
**S. Prakash**  
**GROUP GENERAL MANAGER**



**PARANI**

*Marketing Corporation*

H - 644, ANNA NAGAR, TIRUCHIRAPALLI - 620 026  
PHONE : 0431 - 581255 FAX : 0431 - 581255  
CELL : 98424 99099 E-mail : parani\_vaidya@yahoo.com

**TO WHOMSOEVER IT MAY CONCERN**

**This is to certify that Mr. M. SHAJAHAN son of Thiru A. Musthafa residing at Deviyakurichi, Attur(tk) Salem(dt) was working with us as a Sales Engineer from 17.10.2000 to 24.04.2001. During this period he was marketing CNC Tooling Systems with Government and Public sector undertaking. He was very active and dynamic Sales Engineer. His conduct and character are good.**

For PARANI MARKETING CORPORATION

*M. Vaidyanathan* 13/05/01  
**M. VAIDYANATHAN**  
Proprietor.

# ANVARUL MUSLIMEEN INDUSTRIAL TRAINING CENTRE

(Affiliated to National Council for Vocational Training, Govt. of India)  
(Sponsored by Anvarul Muslimeen Mathiya Sangam)

Eachampatti Road, Samayapuram (P.O.), Trichy - 621 112.



01.04.2005

Date : .....

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. M. SHAJAHAN son of Thiru A. Musthafa residing at Deviyakurichi, Attur (tk) Salem (dt) was working with us as an Electrical Instructor from 01.06.2001 to 25.03.2005.

His Conduct and Character are good.



*M. N. S. M. N. S. M.*

PRINCIPAL,  
ANVARUL MUSLIMEEN  
INDUSTRIAL TRAINING CENTRE,  
EACHAMPATTI ROAD,  
SAMAYAPURAM POST,  
TRICHY-621 112.

State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 27935628501  
D.O.B.: 25/06/1979  
Expiry: 10/05/2025

الرقم الشخصي:  
تاريخ الميلاد:  
الصلاحية:  
الجنسية:



Nationality: INDIA

المهنة:  
المهنة: ف ورم ان

الاسم: ساجاهان مصطفى مصطفى

Name: SHAJAHAN MUSTHAFA MUSTHAFA

Passport Number:

U6005843

Passport Expiry:

15/11/2030

Serial No:

30927935628501

Residency Type:

عمل

Employer:

فليبار للتوظيفات والضيافة والخدمات

مدير عام الإدارة العامة للجوازات  
General Director of the General  
Directorate of Passports

توقيع حامل البطاقة  
Holder's signature



رقم جواز السفر:

تاريخ انتهاء الجواز:

الرقم الممثل:

نوع الرخصة:

المستقدم:

