

Mannan Bin Mahsan Al Affari

+97450658838

Doha, Qatar

E mail: affari.mannan@gmail.com



Career Objective

To work in as competitive and challenging working environment to contribute the best of my abilities towards the growth and development of a progressive company and organization. To utilize my interpersonal and academic skills, extend my current knowledge and experiment with new technologies in this field.

Educational

Passed Bachelor of commerce (Computers) [2013]

Passed Intermediate [2010] Passed

SSC [2008]

Computer Skills

ISOH, Adler ERP, Tally 9.0, Quick books Microsoft Excel, Word, Outlook and Power Point.

Work Experience

From Dec 2017 to till now as **Store keeper & Assistant Account in QATAR TRADING CONTRACTING GROUPS.**

Roads and Infrastructure Al Ebb & Leabaib Package 01 (IA 2017 C 137 G).

Inner Doha Re-sewerage Implementation Strategy Design & Construction of Lateral Interceptor Sewer (LIS 01).

From Nov 2016 to Nov 2017 worked as a **Safety supervisor at MID field terminal project AUH Airport.**

From Aug 2015 to Nov 2016 worked as a **customer service officer at Abu Dhabi international Airport.**

From 2012 to 2014 worked at **kholani's private limited, Hyderabad India as Asst Accountant.**

Duties and Responsibilities

- Responsible to receive and process all invoices and expense forms.
- Maximizing space usage within the warehouse.
- Looking after the transportation of goods in to and out of the warehouse.
- Implementing specific customer packaging requirements.
- Repairing warehouse equipment breakdowns.
- Shipment loading and transferring.
- Setting asides storage areas for new stock.
- Keep unauthorized persons out of the warehouse.
- Facilitating effective communication with in the team and across the site.
- Operating automated warehouse storage and retrieval systems.
- Planning future warehouse capacity requirements.
- Coordinating & monitoring materials required.
- Co-ordination with Management Staff & Others.
- Plan and allocate manpower as per the work volume.
- Ensure that there is sufficient work load for binning to avoid lost/idle time.
- On-time processing and dispatching of deliveries to Sites and Other Branches.
- Lead the team in safety, quality and housekeeping activities daily at workplace.
- Maintain, monitor and submit attendance details of team members to Workshop Clerk.
- Maintain, control and submit overtime details of team members to workshop Clerk.
- Prepare work orders.
- Prepare daily job Descriptions, and submit.
- Delivery Note, Gate Pass & Transmittal Form.
- Drivers Schedule Arrangements and Hourly Tracking the Drivers.
- Section wise vehicle/Material Arrangements.
- Ensure equipment fuel tanks are full and inspect fuel tanks weekly.
- Coordinating the workload with the team lead and managers to ensure that all requests werecovered in a timely manner.
- Verify calculations and input codes in to the Accounts system in an accurate manner. Maintain and reconcile the direct debit mandates and suppliers' statement, ready for payment.
- Creates monthly inventory reports accurately, records the in and out of the items, and labels
- Inventory items that will be used and coordinate with the logistic team for purchase orders,
- Stock transfers, deliveries, tagging, and processing.
- Ensure that all clients' accounts are charged correctly and follow up for timely settlement as per our service terms.
- Deal with daily transactions for the petty cash and ensure that reconciliations are completed on daily basis.
- Check suppliers' delivery notes against our goods inwards system and verify suppliers' delivery notes to invoices
- Responsible for inventory control, monthly stock control, physical inventories and preparing variation reports. You are required to visit other units / catering location for monthly physical inventory.
- Responsible and accountable for stock control, receiving and issuing of store items, maintain up-to date store records, daily issues and costing.
- Safety/HSE Policy and objectives (as applicable to the department) to be followed and updated.

Personal Profile

Fathers Name: Mahsan Bin Essa Al Affari
Date of Birth: 14/12/1990
Place of Birth: India
Marital Status: Married
Religion : Muslim
Nationality : Indian
Visa Status : Transferable (NOC)
Passport No: Y2237583

Have valid QATAR & UAE Driving license

languages Known

English, Arabic & Hindi.