

## MOHAMMED MIRAZ MIHA



### CONTACT

📍 Doha Qatar



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### PERSONAL DETAILS

Date of Birth : 01/01/1986

Marital Status : Married

Nationality : Bangladeshi

Religion : Islam

Passport : BE0985913

Gender : Male

Driving Licence : 28605002107(Light Vehicles)

### SKILLS

Good Computer Skills

Strong interpersonal skills

Good Communication Skill

Good Team Player

Document Controlling software  
skill ERP ORACLE

### EXPERIENCE

#### AL TAWFEEQ & PARTNERS CONTRACTING

Jan 2024 - Till Now

PMV STOREKEEPER/DOCUMENT CONTROLLER

- Keep Record of all PMV Stores, Prepare EMR for uploaded LPO Materials issuance.
- Fleet and vehicles allocation.
- Document Controlling.
- Registration and Insurance Renewal for Equipments.
- Third Party Renewal For both Operators and Equipments

#### AL TEQANIA BOLTS & FACTORY W.L.L

Dec 2021 - Dec 2023

STOREKEEPER

Keep Record of Factory materials store stock items controlling & (Inventory.)

- Stores Building & Mechanical, infra in structure,
- Prepare LPO and handle Petty Cash
- Preparing for EMR & issuance
- Material usage record of Site.
- Handling site complaints.

#### AL JABER ENGINEERING L.L.C

Nov 2009 - Nov 2021

STOREKEEPER/DATA ENTRY

Keep Record of Stores materials store, Stock items controlling & (Monthly Inventory)

- Stores Building & Mechanical, infra in structure, (Oil & Gas)
- ORACLE JD EDWARDS Prepare EMR for uploaded LPO and handle Petty Cash.
- dPMV Stores & Prepare EMR for uploaded LPO Materials issuance.
- Document Controlling.
- Keep Building maintenance and operations Record

### EDUCATION

H.S.C (Higher Secondary Certificate)