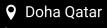
# MOHAMMED MIRAZ MIHA



### CONTACT



0097433353728,0097477232144 @ mirajmd91@gmail.com

## PERSONAL DETAILS

| Date of<br>Birth   | 01/01/1986                     |
|--------------------|--------------------------------|
| Marital<br>Status  | Married                        |
| Nationality        | Bangladeshi                    |
| Religion           | Islam                          |
| Passport           | BE0985913                      |
| Gender             | Male                           |
| Driving<br>Licence | 28605002107(Light<br>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.
- Doucment 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)