A person in a suit

AI-generated content may be incorrect.**KHURSHID ALAM**

Present Address:

Sanaiya Street 50, Industrial Area

Gate no.149, Doha Qatar

A green phone logo in a circle

Description automatically generatedMobile no: +91 7595862089 / + 974 70427594

+ 91 7595862089 / + 974 70427594

Email address: [khurshid2012alam94@gmail.com](mailto:khurshid2012alam94@gmail.com)

**Applied for: Workshop Supervisor**

**CAREER OBJECTIVE**

I have experience of handling any kind of situation, seeking a position as a Workshop Supervisor to apply my physical strength, organizational skill and general problem-solving knowledge to ensure the highest of warehouse management and no warehousing errors.

**EDUCATION QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Name of institute** | **Board /University** | **Year** |
| High Secondary | Free India High Secondary School Kolkata | West Bengal Board (W.B) | 2005 |
| Matriculation | Garulia Mill High School | West Bengal Board (W.B) | 2003 |

**WORK EXPERIENCE GCC-13 YEARS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization** | **Country** | **Designation** | **Duration** | **Year** |
| Qatar Alpha Beton Ready-mix | Doha (Qatar) | Workshop Coordinator | 2 Years | Till |
| Roots Energy & Engineer Service | Doha (Qatar) | Data Entry cum Storekeeper | 1 Year | 2021 |
| Al Rajhi Group of Company | Muscat (Oman) | Workshop Supervisor | 4 Years | 2017 |
| Al Rajhi Group of Company | Muscat (Oman) | Storekeeper | 6 Years | 2011 |

**TECHNICAL PROFICAIANCY**

* ERP Software
* Tally ERP-9
* MS Excel
* MS Word
* GRN, MR, LPO
* Inventory

**WORK RESPONSIBILITY**

* Supervised workshop activities related to heavy equipment and transport fleet.
* Managed vendor relationships for parts and servicing, achieving quality repairs and timely delivery.
* Oversaw inventory of tools, parts, and consumables, ensuring availability and cost control.
* Handle customs clearance and documentation for import/export of mechanical parts.
* Ensured compliance with regulatory standards for vehicles maintenance and operation.
* Material Receiving and GRN Posting to Company’s System.
* Responsible for weekly and monthly workshop report to Department Manager.
* Arranging good housekeeping every day in the stores & warehouse.

**PASAPORT DETAILS**

* Passport no : U8207687 (ECNR)
* Date of issue : 31/12/2020
* Date of expiry : 30/12/2030
* Place of issue : Kolkata (INDIA)
* Old Passport no : J1028625 (ECNR)

**SKILLS**

* Hardworking, loyal, Quick learner, Quick at Grasping, Adaptable.
* Comprehensive problem-solving abilities and willingness to learn new things.
* Self-motivated, Resourceful, willing to accept responsibility and keen desire to learn.
* Reduced fleet maintenance costs through systematic scheduling and route optimization.
* Ability to maintain excellent customer relationships.
* Improved workshop turnaround time for repairs, leading to better equipment utilization.

**PERSONAL DETAILS**

* Name : KHURSHID ALAM
* Father’s name : MD. FAKHRE ALAM
* Place of birth : KOLKATA (INDIA)
* Date of birth : 10th APRIL 1986
* Sex : MALE
* Marital status : MARRIED
* Nationality : INDIAN
* Religion : ISLAM

**LANGAUGE KNOWN**

* ENGLISH, ARABIC, HINDI, URDU : ( READ, WRITE, & SPEAK)P

**DECELARATION**

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

Place: Qatar

Date: …….../…….../…………  **KHURSHID ALAM**