

CURRICULUM VITAE

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APPLIED FOR – STOREKEEPER, PROCUREMENT COORDINATOR

Professional Summary:

Over 15 Years of professional experience in the Middle East, worked as Materials, Warehouse and Logistics material controller for Petrochemical plant & Civil Construction Maintenance project. Excellent knowledge of Oracle and SAP Excel, Microsoft Word Computer with outlook, email browsing, supply chain procedures, HSE protocols. Material controllers ensure the safe passage and delivery of certain goods by checking all materials upon arrival. They make sure that freight is properly packaged and labelled or stored. In this position, the materials differ by industry and place of employment. For example, a material controller at a meat manufacturer deals

(Total Gulf - Experience - 15- Years) (Previous Employer Details)

- Company : QATAR PRIMARY MATERIALS COMPANY
- Period : From 01/12/2021 TO Until date
- Position : S/R Storekeeper
- Project : Spare parts, Crane & Heavy Vehicle, Electrical & Mechanical Maintenance and Civil

- Company : DAEAH E&C
- Period : From 08/06/2019 TO 10/6/2020
- Position : Material Ctrl /Coordinator
- Project : KRP, HDGJSK JV IRAQ
- Product : Oil & Gas Mechanical Insulation Pipe & Civil

- Company : CAPE EAST GENERAL CONTRACTING W.L.L (KUWAIT)
- Period : From 26/04/2018 TO 13/02/2019
- Position : Material Ctrl /Coordinator
- Project : KNPC - Clean Fuels Project , MAA Refinery(JGSK)
- Product : Oil & Gas Mechanical Insulation Pipe

- Company : DNGO CONTACTING SAUDI COMPANY
- Period : From 27/12/2015 TO 30/4/2017
- Position : Procurement Coordinator
- Product : Oil & gas, water tank , Mechanical & Civil , Electrical, Welding Tools, safety material, pipe fitting, Valve

- Company : Zoman Mohammad Al- HaJri (Saudi)
- Period : From 10- Jan 2012 TO 25 – Dec 2014
- Position : Procurement Coordinator

- Company : INDIAN MERCHANTS
- Period : From 05-Dec-2010 TO 29-Dec-2011
- Position : Procurement Coordinator

- Company : AL ARM LANDSCAPE CO. (MALAYSIA)
- Period : From March 17, 2006 – TO August 14, 2010.
- Position : Store Keeper

Duties & Responsibilities:

- Prepare the checkout voucher following the request for materials which have been approved by the PM or CM
- Inform in an immediate basis the CM/PM when material requested is no more available.
- Material controller positions also require proper labeling of merchandise as well as accurate inventory control.
- Protect all delivered goods on Site in order to avoid any damage and the SK is also in charge of loading/ unloading of all materials up until their final location (could be done in coordination with our subcontractors
- Ensure the Security of the store and other materials which are not able to be stored there.
- Ensure best Ethics practices are enforced within all project activities.
- Material controllers ensure the receiving area is properly prepped and ready to take in inventory.
- The controller completes inventory logs, performs equipment checks and ensures accurate and timely completion of the inventory process.
- He is also responsible for updating purchase orders. Other duties include making sure equipment is in place and functioning properly.
- In some instances, the controller may design and negotiate agreements with suppliers and vendors.
- Region Distribution center and better coordinating equipment needs for construction projects & Oil & gas refinery project taking place.
- Reduced fleet costs by 18% by establishing preferred vendors, improving tracking and Scheduling process, and implementing a maintenance log.
- Enter bills & invoices for payment using QuickBooks
- Process Backup reports daily
- Manage the weekly check run
- Record all incoming checks
- Maintain updated vendor files
- Maintain procurement records such as contracts & invoices, items or services purchased and equipment/merchandise inventories
- Maintain the all data invoice notes & receiving material notes & issue delivery notes copy put in file.
- To keep the record of all the data and copy & put the file.
- Must have knowledge of computer programs and material control equipment pertinent to his industry. Because this is warehouse work, some employers require additional safety training.
- Check all materials when they arrive on Site (following our Contracting Procedures for “incoming goods”) in coordination with the QA/QC section and immediately implement these new items in the Stock list.

Qualification - Details:

DEGREE	MAJOR / SPECIALIZATIONS	Year	university	Remarks
1. B . S . C	MATHEMATICS HONS.	2005	KRIM UNIVERSITY RANCHI	73.35%
2. H . S . C	SCIENCE	2002	D.A.V COLLEGE, SIWAN	58.33%
3. S . S . C	--	2000	V.M. HIGH SCHOOL,GOPALGANJ	78.00%

Additional qualification

D.C.A.T/ DIPLOMA IN COMPUTER APPLICATION WITH TALLY (ACCOUNTENT)	YEARS 2009	TECHNOLOGY "I.A.C.T" DELHI	TOTAL COURSE (09 MONTH) 7.0 & 9.0
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Computer Skills:

Diploma in Computer Application from Institute of Advance computer
Technology, Delhi, Year 2011.

- Operating System : MS Dos , Windows 95-XP, Professional
- Communication : Internet and Email Operations ERP,SAP
- Office Packages Software : Microsoft Office: Accounting Finance
Software Tally 7.0 & 9.0 (ERP- SAP)
- Database : FoxPro, Ms-Access.

Personal Details

Name : FaiyazAlam

Father Name : AnwarulAlam

Date of Birth/Place : 15/02/1976/ Gopalganj

Nationality / Religion : Indian/ Islam

Marital Status : Married

Languages Known : English, Hindi, Urdu & Malaysia

Permanent Address : Village - Balhan

Post : BishunPura Bazar

PS : Barauli

District : Gopalganj

State : Bihar, India, Pin - 841407

Passport Details

Passport No. : **R 3685643**

Date of Issue : **19/12/2017**

Date of Expiry : **18/12/2027**

Place of Issue : **Patna**

Declaration

I hereby solemnly declare that all the information furnished by me above is true to the best of my knowledge and belief.

Date & Place

Signature : *Faiyaz Alam*