

Summary

Professional Warehouse Assistant Cum Document Controller with over 5 years of experience managing daily administrative support tasks and operations in Construction and Warehouse industry. Well-organized, quick learner committed to delivering high-quality results. Adaptable and versatile worker providing excellent customer service within dynamic environments.

Skills

- Good Communication
- Teamwork
- Assertiveness
- Attention to detail

Experience

Warehouse Assistant

Thales (MPH) Doha Metro Project • Doha, Qatar
09/2017 - 05/2019

- Lead the team for effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
- To follow-up overall inventory management.
- Taking physical inventory once a month to cross check with the monthly inventory report.
- Materials receiving and prepared MRR Bin card, SIV issue & reporting of stock.
- Ensure development and management of materials planning functions, Create item specific forecasts over a lead-time to be used for effective and efficient inventory management.
- Ensure indents are raised & proper documentation is completed on a timely basis for requisition of items; Responsible for store keeping, documentation & record keeping.
- Forward required documentation to corporate or unit purchase depending on the nature of item to be procured.
- Generate Materials Received Report (MRR) on a timely basis.
- Input production data according to purchase order in computerized inventory system.
- Participate in physical inventories by counting stocks.
- Good Communication Teamwork Assertiveness Attention to detail.
- Correspondence with Foreign Suppliers via E-mail, usage of Internet.
- International & Local Procurement Process for Raw Materials.
- Sourcing of new suppliers & sampling, testing and approval for new development.
- To ensure goods keep by first in first out method (FIFO).
- Proper goods distribution/supply chain maintain and follow up.
- Goods delivery schedule maintain according to delivery order qty.
- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.

Secretary/Document Controller

Eagle Electromechanical L.L.C. Co. • Dubai, Dubai
01/2020 - Present

- Making LPO for supplier to deliver requested material.
- Handling supplier calls and email regarding delivery and payment.
- Dealing with Third Party Certificate Company to renew third party certificate for operator, equipment, and supervisor.
- Requesting Third Party Company for equipment service and coordinating with them regarding process.

- Making Leave Application, Material Transfer Note, Internal Memo, Invoices, Resignation Letter, Tradesman Transfer Note, Equipment Weekly Report, Diesel Report, Daily Equipment & Vehicle Report, Monthly Attendance Report and other report as per site request.
- Maintaining filing and document in racks and drawers.
- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team productivity.
- Scheduled appointments and conducted follow-up calls to clients.
- Preparing daily attendance sheet for all staff and plant worker.

Assistant Transport In-Charge

- Maintaining ENOC VIP system reports (Requesting New VIP TAG, Cancellation, VIP Change etc.).
- Prepare reports as required by the Transportation Manager.
- Perform other duties as may be assigned by the Facilities Manager.
- Also aware about RTA rules and regulation (e.g.Registration Renewal, Insurance Renewal, Paying Fines, Third Party for Equipment, Road Permits for Heavy Vehicles & Equipment).
- Repairing vehicles and equipment monthly reports.

Port/Field Supervisor

Maheswari Brothers Pvt. Ltd. Co. • Mumbai, Maharashtra
05/2015 - 07/2017

- Receiving material from supplier and keeping in right place.
- Informing customers about material and giving them information about goods.
- Arrange transport for shifting material.
- Making bills and submitting to HR office for billing.
- Monthly inventory and checking discrepancy in stock.
- Managed workover and completions engineering assignments and operator's completion plan.
- Planned and scheduled field activities according to set timelines and order of operations.

Education

Graduation B.com

Maharaja Ganga Singh University, Bikaner • Sujangarh, Rajasthan
06/2016

- Field of study (Account & Bussiness Management)
- Computer Science

Diploma in Computer Application

Vardhaman Mahaveer Open University • Ladnun, Rajasthan
06/2012

1. Operating System: Windows 98, 2000, XP, 7, 8.1, 10 & Linux.
2. Software Package: MS- Office XP(Work, Excel, Outlook & MS Office Tools)
3. Accounting Package: Tally (all versions)
4. Network: LAN, Internet (all Internet applications)
5. Hardware: Good Knowledge of Assembling and All Software Installation.
6. Excellent command over computerized system

Languages

- English
- Arabic
- Hindi