

YASH PAL

MATERIALS COORDINATOR

WORK EXPERIENCE (GULF)

Oman National Engineering & Investment Co.

Materials Coordinator **09/2018 – Present**

- Maintains daily materials inventory by ensuring accurate and up-to-date data records.
- Plans and coordinates the procurement of consumables and spare parts to meet production requirements.
- Prepares purchase orders and coordinates with suppliers to ensure timely and cost-effective material acquisition.
- Verifies and records goods received, checking for quality, specifications, and proper documentation.
- Reconciles invoices and maintains coordination with Accounts/Finance for prompt payment processing.
- Plan and forecast the required consumables and spare parts in advance.
- Prepares purchase orders for procurement of consumables and spares as per the specifications provided by the production department.
- Ensure proper book keeping of purchased and issued material at all times.
- To ensure the correctness in the quality, quantity, specifications, condition of the materials received.

Utilized Oracle software

- Generated purchase orders for goods and services, ensuring compliance with company policies and accuracy in order details.
- Maintained records in line with procurement and supply chain policies, ensuring timely submissions and vendor compliance.
- Timely submission of orders to vendors.

WORK EXPERIENCE (INDIA OIL & GAS)

Daynite Engineers And Contractors Private Limited

Store Keeper **12/09/2014 – 11/2017**

Processed purchase orders through the entire procurement cycle, including:

- Receiving and reviewing vendor quotations.
- Negotiating pricing and terms with vendor.
- Obtaining approvals for purchase orders.

CONTACT

- Oman Muscat
- +968 94230481, +918626935756
- paly7841@gmail.com
- linkedin.com/in/yash-pal-118751259

SKILLS

Technical skills:

- Inventory Management.
- Record Keeping and Archiving.
- Power BI.
- Inventory Control.
- Microsoft Excel.
- Procurement Coordination.
- Document Classification and Categorization.
- Document Retrieval and Distribution
- Data Entry and Management.
- Document Control Systems.
- Oracle Software

Soft skills:

- Strong Communication and Negotiation
- Problem Solving.
- Data visualization.
- Requirement analysis.

EDUCATION

Lovely Professional University

Bachelor of Information Technology (B.Sc.) - 59%

- CGPA: 6.50 (B)

National Inland Navigation Institute

- General Purpose Rating certification – 2014 (Ministry Of Shipping India).
- Standards of training, certification and watchkeeping (STCW Indos NO.- 422)
- Fire Fighting. (FPFF).
- Elementary First Aid (EFA).



الشركة الوطنية العمانية للهندسة والاستثمار (ش.م.ع.ع)
Oman National Engineering & Investment Co. (SAOG)

CONFIRMATION LETTER

Ref : **ONEIC/HR&ADMIN/13799/2018**

Date : 15-NOV-18

MR.YASH PAL

SQU Hospital / 854-2016

Subject : **CONFIRMATION OF SERVICE**

Dear Yash,

The Management is pleased to inform you that you have successfully completed your probationary period up to the satisfaction of the company and that your services with the Company is confirmed with effect from **13-NOV-18**.

We wish you the very best in your career, and look forward to a long and mutually beneficial association for the growth and development of the Company.

Yours faithfully,


Dy. Sr. Manager (H.R & Admin)

Cc. Personal File





DAYNITE ENGINEERS AND CONTRACTORS PRIVATE LIMITED

Corporate Office :

A-5, The Mahul Sea Breeze Co-op. Hsg. Society Ltd., Near BPCL Main Gate, Mahul Road, Chembur, Mumbai-400 074.

Ph.: 2553 6089 / 2554 6125 ☐ Fax. 2554 6134 ☐ website : www.daynite-engineers.com

E-mail : daynite@bom7.vsnl.net.in / director@daynite-engineers.com / mech@daynite-engineers.com.

Also at : GOA, YADODARA, PATALGANGA.

Date: 29/11/2017

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr. YAH PAL** was working with us as "Store Keeper "
Site:- Vadodara, Gujarat with effect from **12/09/2014** to **23/11/2017**.

During his service period we found him very honest, sincere, hardworking & liable to work executed him. This certificate is issued for his better prospect.

We wish him all the success in his future life.





R5518295

पिता / का-पिता अधिपति का नाम / Name of Father / Legal Guardian

INDER SINGH

माता का नाम / Name of Mother

TARA DEVI

पति या पत्नी का नाम / Name of Spouse

पता / Address

HNO.65 ,VILL DIMAINA BLOCK NO.84 PO KORAG

TEH RENUKA SANGARAH,SIRMAUR

PIN:173023,HIMACHAL PRADESH,INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

कार्ड का नं./ File No.

SM1061653384217

विविध सेवा/ MISCELLANEOUS SERVICE

टिप्पणी / OBSERVATION



भारत गणराज्य REPUBLIC OF INDIA

राष्ट्र / Type

DNI

पासपोर्ट नं. / Passport No.

उपनाम / Surname

दिवा मया / Given Name(s)

YASH PAL

राष्ट्रियता / Nationality
भारतीय / INDIAN

Age / Sex

Date of Birth

जन्म स्थान / Place of Birth

DIMAIENTA, HIMACHAL PRADESH

गोपनीयता का स्थान / Place of Issue

SHIMLA

प्राची कावरी की तिथि / Date of Issue

22/11/2017

21/11/2027

[illegible]

24/08/2024

इस पासपोर्ट में 36 पृष्ठ हैं। This passport contains 36 pages.



SULTANATE OF OMAN
Muscat Int. Airport
12 AUG 2018

SN: 983320-81
12-8-2018

الدولة العمانية
الشركة الوطنية للغاز

1) Register and obtain a residence permit.
2) The residence permit must be considered current.
3) The residence permit must be valid for the duration of the stay.

1551



الرقم المدني: 115186791



8
APR / VISA

9
APR / VISA

Test Report Form

GENERAL TRAINING

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

OM001

Date

12/MAR/2022

Candidate Number

009883

Candidate Details

Family Name

First Name

YASH PAL INDER

Candidate ID

115186791



Date of Birth

17/10/1992

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region
of Origin

Country of
Nationality

INDIA

First Language

HINDI

Test Results

Listening

4.5

Reading

3.5

Writing

5.5

Speaking

5.0

Overall
Band
Score

4.5

CEFR
Level

B1

Administrator Comments

Centre stamp



Validation stamp



Administrator's
Signature

E. Heema

Date

24/03/2022

Test Report Form
Number

21OM009883TY001G



Cambridge Assessment
English



NATIONAL INLAND NAVIGATION INSTITUTE

Ministry of Shipping, Road Transport & Highways, Govt. of India
Gai Ghat, Patna - 800 007 (Bihar)



COURSE CERTIFICATE

Course Code - IND. GP

Certificate No... NINI/GPR - 21/14

This is to certify that Sri/ Smt./ Kumari..... D.O.B. 17th Oct. 199...

Son/ Daughter of..... Inder Singh..... Address..... Sirmour.....

..... H.P. has

*satisfactorily completed Induction Training for **GENERAL PURPOSE RATINGS**
from this Institute during the period 24.02.2014 to 11.08.2014*

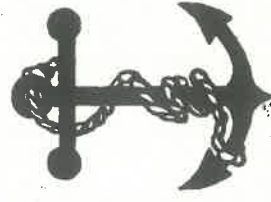
Date of Issue 11.08.2014



Signature of Student

Ranjan
Course Officer

Asi
Principal





NATIONAL INLAND NAVIGATION INSTITUTE

INLAND WATERWAYS AUTHORITY OF INDIA

Ministry of Shipping (Govt. of India)

West of Gandhi Setu, Gaighat

Patna – 800 007, (Bihar)

Phone No – 0612 – 3244230, 6550560-67

INDOS No – 422

Email – iwai.nini.ari@gmail.com,

Certificate No: PST/14/117/14

THIS IS TO CERTIFY THAT Yash Pal

Date of Birth 17th Oct 1992

Holder of C.D.C. No. -----

Passport No -----

Certificate of Competency/Proficiency, Grade ----- No -----

Indian National Data Base (INDOS No.) -----

Has successfully completed a training course for

CERTIFICATE OF PROFICIENCY IN PERSONAL SURVIVAL TECHNIQUES

Held from 03rd Jul' 2014 to 05th Jul 2014 and has been found qualified.

The course is approved by the Directorate General of Shipping and meets the requirement laid down in: Regulation VI/1, Paragraph 2.1.1 and 2.2 of section A-VI/1 and Table A-VI/1-1 of STCW Convention as amended in 2010.

The candidate has also met the additional criteria specified in the STCW Convention, applicable to the issue of the certificate.

This certificate is issued under the authority of the Directorate General of Shipping, Government of India.

[Signature]
Signature of Candidate

Anuradha Jha
Name and Signature of Course Incharge

Date of Issue : 05th Jul' 2014

Date of Expiry: UNLIMITED



[Signature]
Capt. A. K. Rai
Name and Signature of Principal



NATIONAL INLAND NAVIGATION INSTITUTE

INLAND WATERWAYS AUTHORITY OF INDIA

Ministry of Shipping (Govt. of India)

West of Gandhi Setu, Gaighat

Patna – 800 007, (Bihar)

Phone No – 0612 – 3244230, 6550560-67

INDOS No – 422

Email – iwai.nini.ari@gmail.com,

Certificate No: FPFF/15/117/14

THIS IS TO CERTIFY THAT Yash Pal

Date of Birth 17th Oct 1992

Holder of C.D.C. No. -----

Passport No -----

Certificate of Competency/Proficiency, Grade ----- No -----

Indian National Data Base (INDOS No.) -----

Has successfully completed a training course for

FIRE PREVENTION AND FIRE FIGHTING

Held from 30th Jun' 2014 to 02nd Jul 2014 and has been found qualified.

The course is approved by the Directorate General of Shipping and meets the requirement laid down in: Regulation VI/1, Paragraph 2.1.2 and 2.2 of section A-VI/1 and Table A-VI/1-2 of STCW Convention as amended in 2010.

The candidate has also met the additional criteria specified in the STCW Convention, applicable to the issue of the certificate.

This certificate is issued under the authority of the Directorate General of Shipping, Government of India.


Signature of Candidate

Date of Issue : 02nd Jul' 2014

Date of Expiry: UNLIMITED




Name and Signature of Course Incharge


Capt. A. K. Rai -
Name and Signature of Principal



NATIONAL INLAND NAVIGATION INSTITUTE

INLAND WATERWAYS AUTHORITY OF INDIA

Ministry of Shipping (Govt. of India)

West of Gandhi Setu, Gaighat

Patna – 800 007, (Bihar)

Phone No – 0612 – 3244230, 6550560-67

INDOS No – 422

Email – iwai.nini.ari@gmail.com,

Certificate No: PSSR/16/127/14

THIS IS TO CERTIFY THAT Yash Pal

Date of Birth 17th Oct 1992

Holder of C.D.C. No. -----

Passport No -----

Certificate of Competency/Proficiency, Grade ----- No -----

Indian National Data Base (INDOS No.) -----

Has successfully completed a training course for

CERTIFICATE OF PROFICIENCY IN PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

Held from 07th Jul' 2014 to 09th Jul 2014 and has been found qualified.

The course is approved by the Directorate General of Shipping and meets the requirement laid down in: Regulation VI/1, Paragraph 2.1.4 and 2.2 of section A-VI/1 and Table A-VI/1-4 of STCW Convention as amended in 2010.

The candidate has also met the additional criteria specified in the STCW Convention, applicable to the issue of the certificate.

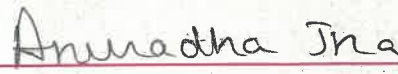
This certificate is issued under the authority of the Directorate General of Shipping, Government of India.


Signature of Candidate

Date of Issue : 09th Jul' 2014

Date of Expiry: UNLIMITED




Name and Signature of Course Incharge


Capt. A. K. Raï
Name and Signature of Principal



NATIONAL INLAND NAVIGATION INSTITUTE

INLAND WATERWAYS AUTHORITY OF INDIA

Ministry of Shipping (Govt. of India)

West of Gandhi Setu, Gaighat

Patna – 800 007, (Bihar)

Phone No – 0612 – 3244230, 6550560-67

INDOS No – 422

Email – iwai.nini.ari@gmail.com,

Certificate No: EFA/15/119/14

THIS IS TO CERTIFY THAT Yash Pal

Date of Birth 17th Oct 1992

Holder of C.D.C. No. -----

Passport No -----

Certificate of Competency/Proficiency, Grade -----

No -----

Indian National Data Base (INDOS No.) -----

Has successfully completed a training course for

ELEMENTARY FIRST AID

Held from 10th Jul' 2014 to 11th Jul 2014 and has been found qualified.

The course is approved by the Directorate General of Shipping and meets the requirement laid down in: Regulation VI/1, Paragraph 2.1.3 and 2.2 of section A-VI/1 and Table A-VI/1-3 of STCW Convention as amended in 2010.

The candidate has also met the additional criteria specified in the STCW Convention, applicable to the issue of the certificate.


This certificate is issued under the authority of the Directorate General of Shipping, Government of India.


Signature of Candidate

Date of Issue : 11th Jul' 2014

Date of Expiry: UNLIMITED




Name and Signature of Course Incharge


Capt. A. K. Rai
Name and Signature of Principal