

WAREHOUSE SUPERVISOR

Name: Jasveer Singh

QID No. 2853561873 _Exp.: 03/07/2022

Email: jasveer43@gmail.com,

Passport No. L0065512_Exp.: 04/05/2023

Mobile No. Doha: +974 33672537

Visa Status: **NOC Available Immediately Joining**

Objective:

To secure challenging position in organization where I can use my expertise, experience & knowledge for my personal & organization growth.

Summary:

- I am Hard & Smart Working, sincere with managerial skills, multi-functional Role deliverable ability person with 12 + years of industrial experience.
- International as well as domestic experience for past 13 + years in **Store & Warehouse Management using latest material handling Software's (FOCUS, SAP/MM, MICROSOFT DYNAMICS NAV 2018).**
- **Complete Knowledge of MEP & CIVIL Materials.**

Professional Skills:

- Sound knowledge of SAP & MICROSOFT DYNAMICS NAV 2018 different tools & commands.
- **Good Overall knowledge of Construction Documentation, Materials, and Activities. Especially MEP & CIVIL items i.e., CIVIL, HVAC, Plumbing, Fire Fighting, Consumables etc.**
- Good Team Player & labor handling ability.
- Good Communication Skills.
- Knowledge of Auditing Practices.
- Dedicated long hours working capacity.
- **Computerized Inventory control and analysis of materials in FOCUS /EXCEL / SAP MM / MICROSOFT DYNAMICS NAV 2018.**

Specialties:

Receiving of Materials, Issuing Materials, Encode Materials Receiving & Issued, Weekly Report of Materials Status, Maintain Orderliness and Cleanliness of the warehouse & yard, Making the BIN Card. Inventory Controller, SAP Data Entry, MICROSOFT DYNAMICS NAV 2018 and Document Controlling.

Educational Qualification:

10th: Under Allahabad Board (Centre: 0320) in the Year' 2005.

10th +2: Under Board of Higher Secondary Education Delhi in the Year' 2011.

GDM Course: Graduation Diploma in Managements (Material Management) KSBM Institute Mumbai year'2014 Distance.

Certificate in Computer Applications: 6th Month Computer Course in Year' 2008.

Key Skills:

Software's:	<ul style="list-style-type: none"> □ Excellent knowledge of SAP R/3 End User-ERP System Applications. T-CODE KNOWLEDGE (PR, PO, MIGO, SERVICE ENTRY, MIRO) MM & FICO FUNCTIONS. □ Excellent knowledge of Microsoft Dynamics NAV 2018 (MR, PR, PO & WM) □ Knowledge of MS – Office, EXPERT IN EXCEL FULL FORMULLAS □ FoxPro (basic). □ Focus Material Management. □ Aconex for Documentations. □ Six Months Diploma in computer software & Applications. □ Qatar driving license expiry date:20/11/2022
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1. Tedeschia Construction Enterprises (TCE)	Project: Dukhan Air Base
Designation: Warehouse Supervisor (Chief)	Duration: July 7, 2019, to August 29, 2021

- 1) Receiving of Materials according to Purchase Order.
- 2) Checking the quantity according to Delivery Note against Purchase Order.
- 3) Issuing the materials to the user department.
- 4) Encode materials received & issued.
- 5) Making the requisition of the required materials and forwarding it to the CM (Construction Manager) & PM (Project Manager).
- 6) Follow up and assists orders if delayed.
- 7) Weekly Report of Store Materials Status.
- 8) Maintain orderliness and cleanliness of the warehouse & yard.
- 9) Arrange and segregate materials in their corresponding location.
- 10) Making the BIN Card and updating in the card.
- 11) Encode materials received & issued in the Microsoft Dynamic NAV 2009 & 2018.
- 12) Document Controlling.
- 13) Record keeping of site requirement and distribution of material according to FMR.
- 14) Regular Monthly Inventory Reports for Accounts and Planning Department.
- 15) A, B, C Analysis for Inventory Control.
- 16) Maintain in All correspondence log in Excel.
- 17) Maintain in all correspondence documents electronic copy and hard copy.

2. Voltas Limited, Doha, Qatar	Project: DOHA FACETIVAL CITY
Designation: Storekeeper cum ASST. Quantity Surveyor	Duration: Feb'2015 to Feb'2017

Description:

Working on DOHA FACETIVAL CITY Project -DFC costing 600 million QR (only MEP package) as MEP Storekeeper cum Quantity Surveyor Helping to QS Team for Making the certificate of Subcontractor Work Done and Material Delivery Invoices.

Work Experience:

3. Voltas Limited, Doha, Qatar	Project: SIDRA Seven Star Hospital
Designation: Storekeeper	Duration: March. 2011 – Feb'2015.

Description:

Working on Design Build Project -SIDRA SMRC (Seven Star Hospital) costing 1.5 billion QR (only MEP package) as MEP Storekeeper.

4. Voltas Limited, Doha, Qatar	Project: AL UDEID Air Base Project
Designation: Asst. Store Keeper cum Document Controller.	Duration: Jan.2009 to March 2011

Description:

Worked on Air Base Project – AL Udeid Air Base RP-1 costing Undisclosed (only MEP package) as MEP Asst. Storekeeper.

Hobbies:
1. Reading Books.
2. Everyday activity to improve myself as an Honest and Hard Work Employee.
3. Listening Music.