

**Touheed Amin**

**Address : Khamees , Bahrain**

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**E-mail :-** touheedamin@gmail.com

**Nationality: Pakistani**

**Passport No. : EF1203411**

**Visa status: Visit**

**Visa expiry: 13 july, 2018**

**Objective:**

To pursue a challenging term career in the field of Construction Business as a Ware house Assistant. I can utilize my skills, innovative ideas & ready to face new challenges.

**Academic Qualification**:

Pre-engineering (Fsc) (2008 to 2010)

Matric (HSSE) (2006 to 2008)

**Work Experience:**

Four year experience in wadood & Sons Ware House, Islamabad.

**Responsibilities:**

* Regular monitoring and analyzing different kind of tools and materials.
* Prepare Purchase Requisition & Issuance form.
* Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per Purchase Order description and specification required.
* Delivery Note, Gate Pass & Transmittal Form Material Receiving Report.
* Issuing materials and tools need of the workers.
* Weekly Procurement Delivery Report.
* Accountable tools issued to all workers.
* File maintenance for all outgoing/incoming materials.
* Analyzing the stock variances thoroughly and rechecking the same through proper recounting.
* Maintaining a record of quality works which will be used for the future for production references.
* In charge in coordinating & monitoring materials required.
* Arranged and segregate materials in their corresponding location.
* Daily Routine Store work.

**Soft skills:**

* Ms Office Ms Word
* Ms Excel, Build Smart,
* Outlook, Power point,
* Internet surfing and ERP.

**Personal skills**

* Friendly, outgoing person adapts easily to various situations.
* Open to learn new skills and willing to work long hours as required.
* Good communication and interpersonal skills.
* Sets high standards for self and staff.
* Takes pride in providing a high level of service.
* Good sense of humor.
* Enjoy problem solving and taking challenges.
* Able to work under own initiative.

**Declaration**

* I hereby declare that the information’s furnished above is true to the best of my knowledge.