

GHULAM RAZA

Store Keeper

Address: Chak # 3 SB Tehsil Bhalwal, District Sargodha

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Objective

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

Qualification

- Matriculation
Session: 2007-2009

Job Responsibilities

- Daily, weekly & monthly reports and documentation of all store documents.
- Update status of fixed assets, Low Value Assets (LVA), tools, and consumable.
- Issuing and receiving all inventory and tools items.
- Transfer and receiving reports of all materials.
- Checking of levels of all items.
- Follow-up of pending demands.
- Preparing material inspection report and get items inspection.
- Preparing outwards gate pass (returnable & non-returnable) for repairable or rejected items or material.
- Sending SRN to purchase department and store department at head office.
- Providing monthly stock report to accounts. Keeping update record of oil, gas, high speed diesel, cement, and rebar to maintain their level.
- Issuing of all items to their cost centers.
- Send and receive material or tools from/to other projects through transfer note and arranging its dispatch note (DN).
- Preparation of work order and send to E&P, and SIR posting.
- Reconciliation of store at the end of project.
- Ensure safe working as per company's Quality & HSE policies, core and operating values.

Experience

I have 5 years of experience as a Store Keeper in Descon Engineering Limited.

1. Descon Engineering Ltd.

Client: Maple Leaf Cement Factory Ltd. Iskanderabad

October 25, 2017 to till date

Store Keeper

2. Descon Engineering Ltd.

Client: Pakistan Petroleum Ltd. (Ahdi Field) TA 2017

October 03, 2017 to October 23, 2017

Store Supervisor

3. Descon Engineering Ltd.

Client: Maple Leaf Cement Factory Ltd. Iskanderabad

April 17, 2017 to October 02, 2017

Store Keeper

4. Descon Engineering Ltd.

Client: Fatima Fertilizer Company Ltd. (FFCL), Sadiqabad

March 25, 2017 to April 14, 2017

Store Keeper

5. Zealcon Engineering Ltd.

Client: Byco Oil Refinery

February 22, 2017 to March 18, 2017

Store Keeper

6. Descon Engineering Ltd.

Client: FFBL, Karachi

January 05, 2017 to February 04, 2017

Store Keeper

7. Descon Engineering Ltd.

Client: Engro Polymer & Chemical Limited, Port Qasim, Karachi

May 14, 2016 to May 27, 2016

Store Keeper

8. Descon Engineering Ltd.

Client: FFBL Power Company Ltd. (FPCL), Karachi

April 01, 2015 to May 14, 2016

Store Keeper

9. Descon Engineering Ltd.

Client: Fauji Wind Energy Ltd. (FWEL), Gharo-Karachi

May 14, 2014 to March 31, 2015

Assistant Store Keeper

10.Descon Engineering Ltd.

Client: Fauji Wind Energy Ltd. (FWEL), Gharo-Karachi

August 24, 2013 to May 14, 2014

Assistant Store Keeper

Languages

- English
- Urdu
- Punjabi

Software Skills

- Office Automation
- MS Excel
- MS Word
- SAP (Learning in progress)

Reference

Can be furnished on demand.