

# **CURRICULUM VITAE**

**AMIT KUMAR**  
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## **OBJECTIVE:**

With 6+ years of experience in Material Management, handling Piping (Metallic & Non-Metallic), Mechanical, E&I, Structural Steel, Safety & Fire Fighting Equipment's in complex projects by planning, scheduling and tracked movement of project materials with quality, reliability and ability to meet project schedule.

## **PROFESSIONAL PROFILE**

**Galfar Engineering & Contracting SAOG**  
**Muscat, Sultanate of Oman**  
**Material Engineer**

**March 2018 to September 2021**

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Has been working as a Material Engineer with Oman's largest construction company with EPC capability in Oil & Gas, Roads & Bridges and Civil & Utilities sectors operating in Oman in warehouse and logistics department for Oman's Second Largest Oil & Gas project: Yibal Khuff Project (CPF On-plot).

### **Job Responsibilities Includes the Following: -**

- The overall responsibilities include identifying the requirement of materials as per the plan/schedule for various departments of site (Piping/Mechanical/E&IT/Structure etc.).
- Getting the appropriate details of the required materials from MTO/Packing list/Shipping Release Notes/Drawings (BOQ) wherever necessary.
- Identifying the project requirement as per plan and schedule.
- Verifying the required material as per PO, SPIR, MTO, BOM / BOQ, Approved for Construction Documents (AFC).
- Raising the Material Issue Voucher Request (MIVR) as per the requirement.
- Obtaining the clients approval prior to release the material from warehouse.
- Segregating/Preparing the required materials as per the MIVR.
- Raising the request (RFI) to inspect the materials at warehouse to ensure the required materials to comply with the project requirement.
- Preparing the Material Receiving Inspection Report (MRIR).
- Verifying the necessary documents like IRN (Inspection Release Note), SRN (Shipping Release Note), Packing List, MTC (Material Test Certificate), Check sheets, MSDS (Material Safety Data Sheet), Pressure test certificate.
- Checking the physical quality and Quantity of requested materials.
- Preparing the Overage, Shortage and Damage report (OSDR) if the specification/Quantity and Quality is not matching with requirements.
- Arranging and monitoring the safe loading and offloading activities by following the HSE Standards.
- Providing direction for handling and storage of hazardous materials according to procedure to avoid any potential accidents.
- Communicate with concerned Engineers as per receipt of material to enable them for planning their construction activities.
- Preparing Material Issue Slip (MIS) for material issued to concerned requester.

- Execute Inventory Check of stores periodically.
- Preparing the MTN (Material Transfer Note) and MRN (Material Return Note) wherever applicable.
- Maintaining the MTR (Material Tracking Register) for the materials received issued, Transferred and Returned for proper tracking of materials.
- Reconciling the received materials and preparing the necessary reconciliation documents as per clients approved formats.
- Returning the surplus or scrap materials to the warehouse as per reconciliation statements with proper documentation and client's approval.

**Nanosemi Technology & System Pvt. Ltd**  
**Noida U.P (India)**  
**Material Engineer**

**July 2015 to January 2018**

Has been working with Nanosemi as Material Engineer. Nanosemi is one of the leading equipment & Semiconductor material service provider company.

**Job Responsibilities includes the following: -**

- Receiving material as per Packing List.
- Follow-up with vendors for ensuring material delivery on time.
- Verifying Material according to PO.
- Preparing OSD report if quantity is not matching the order or material found damaged
- Communicating the inspection result with the procurement department and vendors.
- Execute Inventory Check of stores periodically.
- Issuing material as per Work Order from operations.
- Preparing Goods Issue Slip GIS for material already issued.
- Providing direction for handling and storage of hazardous materials according to procedure to avoid any potential accidents.
- Execute Inventory Check of stores periodically.
- Raising issues regarding variation in material coding.
- Issuing material as per Work Order from operations.
- Maintaining daily and weekly reports.

**Academic Qualification: -**

- B. Tech in Mechanical Engineering  
Uttar Pradesh Technical University, Lucknow-2015
- Diploma in Mechanical Engineering  
Lovely Professional University, Jalandhar- 2012
- Matriculation  
Government High School, Kesariya BSEB Patna- 2009

**Key Skills: -**

- Material Management / Control
- Inventory Control.
- Analytical and planning ability
- Logistics Control
- Warehouse Supervision.
- Material Preservation.

- Target-Oriented.
- Leadership / Team work skills.

### **IT Skills: -**

- Operating System: Win NT, Win XP, Win 7, Win 10
- Production Software: MS Office, MS Excel, MS Project, AutoCAD, 2D, 3D, PRO-E

### **Certifications & Accreditation: -**

- 48 hours Microsoft Office 2007 WOW+ from NIIT in 2009.
- Summer training in KANTI BIJLI UTPADAN NIGAM LIMITED, Muzaffarpur in 2011.
- Summer training in BHARAT ELECTRICAL LIMITED, Haridwar in 2014.
- Industrial visit to GNA HOSIYARPUR in 2011.
- Industrial visit to HERO MOTO CORP. SIDCUL, HARIDWAR in 2013.
- Best Employee of Month in August 2019.
- Shukran Award from Petroleum Development of Oman.
- Covid-19 Frontline warriors award in 2020.

### **PERSONAL DETAILS: -**

- Date of Birth : 31st December 1993
- Languages Known : English, Hindi
- Passport No. : P8945254
- Marital Status : Single
- Nationality : Indian
- Mobile Number : +919006855711
- E-mail address : amit.niitswn@gmail.com

### **Declaration:**

**I hereby declare that the information and facts stated here in above are true and correct to the best of my knowledge.**

Date:  
Place:

**Amit Kumar**