



Arif Mallick

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Home+919775670767 | Email-Arif4your@gmail.com or Arif.mallick@capeplc.com

Applying for the post of MATERIAL CONTROLLER & WAREHOUSE AND LOGISTICS CONTROLLER

Objective

- Seeking a challenging environment and assignment where my knowledge and experience can be utilized to improve performance, skills and profitability of the company. As I have good exposure towards petrochemical & mining production field especially in the areas of warehouse & materials management
- Demonstrated ability in planning to build and maintain positive working relationships with all people at all levels, both inside and outside the company. Ability to work in pressure environment with deadline.

Education

H.S (10+2) | 2010 | CHANSER PUR HIGH SCHOOL

- Major: Higher Secondary (71.0% Marks)
- Minor: Metric Level (48.37% Marks)
- Related coursework: Vocational Trade (Computer Application)

D.C.A | 2012 | RASHTRIYA COMPUTER LITARCY DRIVE

- Major: DCA (Diploma in Computer Education) -87% Marks
- Minor: CCA (Certificates Course in Computer Application)
- Related coursework: MS-Dos, MS-Word, MS-Excel, MS-Access, Internet Concepts, Programming with FoxPro 2.6/visual FoxPro

Skills & Abilities

MANAGEMENT

- Creation of new data for uploading and stock numbers with all the require information to maintain the inventory, user & supplier information, delivery time etc.
- Receiving of Direct and Stock items, arranging for Inspection and Update the inventory etc...
- Finding urgent pares from other SABIC affiliates using Spare Finder via Internet and Co-coordinating with the concern affiliates to issue materials / sale basis.
- Huge knowledge of Computer, data warehouse and Control Planning
- Assisted in developing materials returns policies that have saved the company thousands of dollars. Exceptional communication and corporate presentation skills
- Very keen eye for detail
- Strong analytical abilities in inventory situations

COMMUNICATION

- Ability to interact and effectively communicate with people from diverse backgrounds, highlighting teamwork and problem solving
- Excellent communication, interpersonal and leadership skills

Experience

MATERIAL CONTROLLER | CAPE RB HILTON | (SAUDI ARABIA)

- Period- **09th Sep to Till Continues**
- Responsible for submitting a materials audit to management once a month and then to the entire company once a quarter.
- Reporting to head office in a week to all Store Record

MATERIAL CONTROLLER | U.R.S (UNITED REFRACTORY SERVICES) | (SINGRULI,M.P,-INDIA)

- Period- **17th Dec 2012 to 14th Jun 2013**
- Responsible for monitoring deliveries of all raw materials and monitoring delivery levels.

MATERIAL CONTROLLER | L & T (LARSE & TOUBRO) | (VISHAKAPATTNAM,A.P,-INDIA)

- Period- **12th Oct 2013 to 19th Mar 2015**
- Reporting to head office in a week to all Store Record

Personal Information:

- | | | |
|--------------------|---|---|
| ▪ NAME | : | Arif Mallick |
| ▪ S/O | : | Didar Mallick |
| ▪ DOB | : | 15 Jan 1993 |
| ▪ Nationality | : | Indian |
| ▪ Cast | : | Islam |
| ▪ Marital Status | : | Single |
| ▪ Language Known | : | English,Hindi,Bengali Arabic(Also) |
| ▪ Personal Address | : | Dakshin Baguan,Chanserpur,Tamluk
Purba Midnapur, West Bengal-721653
India |
| ➤ Passport Details | | |
| ▪ Passport No | : | K 8127823 |
| ▪ Date of Issue | : | 12 Mar 2013 |
| ▪ Date of Expire | : | 11 Mar 2023 |
| ▪ Place of Issue | : | Kolkata |

I hereby declare that the above information and Particulars are True and Correct to the best of my personal knowledge and belief.

Place: Jizan, Kingdom of Saudi Arabia

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UNITED REFRACTORY SERVICES

ENGINEERS & CONTRACTORS

23B, Collin Street, Kolkata - 700 016
PHONE : (O) 2265-9767, FAX : 033-2227-4620
Website : www.unitedrefractory.com

E-mail : contact@unitedrefractory.com
iliassarwar@yahoo.com

Dated- 14/06/2013

TO WHOM IT MAY CONCERN

This is to certify that **Arif Mallick S/O- Didar Mallick**, of , Dakshin Baguan P.O- Chanserpur, Dist,- Purba Medinipur , West Bengal ,721653, Is working with us as "**Material Controller**" at our site like HINDALCO, Singrauli M.P From 17/02/2012 to 14/06/2013 .

He was good man in our service. During his period of service we were thoroughly satisfied with his hard working.

To the best of our knowledge, he bears a good moral character.

We wish him all success in his life.

For UNITED REFRACTORY SERVICES

Partner

SPECIALIST IN REFRACTORY LINING FOR ALL TYPE OF INDUSTRIAL FURNACE
BOILERS, KILNS, COKE OVENS, A R LINING AND CERAMIC FIBRE LINING



LARSEN & TOUBRO LIMITED

ENGINEERS

Registered Office:
L&T House, Ballard Estate, Mumbai-400 001

TELEPHONE : +91-261-639895, 610810
+91-261-860345 -860360 (16 LINES)
+91-261-860350, 860351 (DID)
TELEFAX : +91-261-628997, 860232
+91-261-610045 (ON LINE)
TELEGRAM : LANDWORKSHAZIRA' BHATHA

Dated: 19/03/2015

TO WHOM IT MAY CONCERN

This is to certify that **Arif Mallick**, S/O of Sk Didar Mallick, of Dakshinbaguan, Chanserpur, Tamluk, Purba Medinipur, West Bengal, 721653 has been worked with us as a "**Material Controller**" at our Organization from 12/10/2013 to 19/03/2015 Date to at our site **Vizag Steel Plant Ltd., Visakhapatnam, A.P.**

During this period we found him is a hard worker, Intelligent and obedient too.
He bears a good moral character too.
We wish him every success in his life.

for Larsen & Toubro Limited

(A. C. Sundara Rajulu)
Asst. Manager

LARSEN & TOUBRO LIMITED
ECC DIVISION
Vizag Steel Plant, BF # 3
VISAKHAPATNAM - 530 031.
Andhra Pradesh

REGIONAL OFFICES: P.O. BOX 519, CALCUTTA 700 071 • P.O. BOX 5223, NEW DELHI 110 015 • POST BAG 5247, CHENNAI 600 002 • P.O. BOX 119, PUNE 411 001
BRANCH OFFICES: AHMEDABAD • BANGALORE • BARODA • BHILAI • BHOPAL • BHUBANESWAR • CHANDIGARH • COIMBATORE
• DURGAPUR • HYDERABAD • JAIPUR • JAMSHEDPUR • KOCHI • LUCKNOW • MUMBAI • NAGPUR • PATNA • RAOURKELA • VISAKHAPATNAM

