



## CURRICULAM VITE

NAME:-TANZEER AHMAD SHADAB

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Subject: Storekeeper & Warehouse/stock In charge

Application for The Post of Storekeeper & Wareouse In Charge

Objective:

**To pursue a challenging team career in the field of construction/Electrical Business as a 'storekeeper', I can utilize my skills, innovative ideas & ready to face new challenges.**

Brief Overview:

**Seasoned Storekeeper with expertise in warehousing that exercise general control over all activities in stores department. Knowledgeable in ERP & GP applications and maintainece of proper records. Initiates material requests coming for different Electrical /construction site and timely follow-up of purchase order from different suppliers in order making sure that there are adequate stock in the store. Conducts actual physical stock inventory.**

My Strengths:

- 1-Friendly, outgoing person adapts easily to various situations.**
- 2-Open to learn new skills and willing to work long hours, as required.**
- 3-Good sense of humor.**
- 4-Enjoy problem solving and taking challenges**
- 5-Results oriented.**

Work Experience:

4 YEARS EXPERIENCE SAUDI ARABIA (K.S.A)  
AL GIHAZ CO.LTD (CONTRACTING TRADING&TOURISM)

### **Brief Description of Project**

1-PROJECT	: TABUK-11 110 13.8 KB ELECTRICAL SUBSTATIONS-K.S.A
2-PROJECT	: TABUK 380 BSP ELECTRICAL SUBSTATIONS-K.S.A
3-PROJECT	: JEDDAH AL RAWDAH 110, 13.8 KV ELECTRICAL SUBSTAION-K.S.A
4-PROJECT	: JEDDAH EXT.KHULAISH 380 ELECTRICAL SUBSTATION-K.S.A
POSITION	: STOREKEEPER & WAREHOUSE IN CHARGE
DURATION	: 2 OCTOBER 2013 TO 2 OCTOBER 2017

Duties & Responsibilities:1:- Firstly checking the documents,invoice,delivery note,packing lists And the materials quantity verified with p.o quantity then after unloading the materials at site,After Then Informing QC Department for taking sample for analysis after approve materials by QC Department,

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- 2:- All Receipt/issue& inspection of materials in store along with proper formalities & documentations
  - 3:- Responsible for the store,The materials & the manpower associated with it, including its safe custody & security.

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- 4:- Daily Materials stock register maintains.
  - 5:- Daily site issue Register Maintains with software entry system.
  - 6:- Daily basis receipt, issued & balance maintain to be system
  - 7:- Co-ordinate to be site Engineer & site supervisor.
  - 8:- Maintain the warehouse, record area and stores area in a neat & orderly fashion.
  - 9:- Daily & monthly reports of consumable/materials status
  - 10:- Issuing materials and tools need of the worker.
  - 11:- Accountable tools issued to all worker.
  - 12:- File maintains for all outgoing & incoming materials.
  - 13:- scrap materials arrange in their corresponding locations.
  - 14:- I handle tools & materials at site(GIS, SWITCHGEAR, CONTROL PANEL, LIGHTING MATERIALS AND CIVIL MATERIALS.)
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**EDUCATIONAL QUALIFICATION** : Graduate from Ranchi University in arts system(B.A)

: Intermediate from Jharkhand academic council Ranchi in Science

: Matric board from JSEB Ranchi-10 MAY 2003

**Computer Skills**

: Microsoft office xp, Microsoft office 2000, MS Word, MS Access,  
MS Excel, Internet Explorer, Outlook,

**Software Skill**

: Oracle Software-ERP&GP

**Professional Qualification** : **H.S.E Courses Degree .1- (IOSH) Managing Safely)**

**2- Safety Officer Certified**(1years diploma)

**Personal Profile**

<b>Name</b>	<b>: Tanzeer Ahmad Shadab</b>
<b>Father Name</b>	<b>: Shabbir Ahmad</b>
<b>Gender</b>	<b>: Male</b>
<b>Language Known</b>	<b>: English, Urdu, Arabic &amp; Hindi</b>
<b>Permanent Address</b>	<b>: H. E. C Q No: CD-440, Near Check Post Dhurwa Ranchi Jharkhand.</b>
<b>Date Of Birth</b>	<b>: 12-12-1988</b>
<b>Marital Status</b>	<b>: Married</b>
<b>Nationality</b>	<b>: Indian</b>
<b>Religion</b>	<b>: Islam</b>
<b>Passport No</b>	<b>: J9801861</b>
<b>Place of Issue</b>	<b>:RANCHI</b>
<b>Place of Birth</b>	<b>:RANCHI JHARKHAND</b>
<b>Date of Issue</b>	<b>:14/07/2011</b>
<b>Date of Expiry</b>	<b>:13/07/2021</b>
<b>Availability</b>	<b>: As per the requirement</b>

**Declaration**

I Do Here By Confirm That The Information given In This Form Is True To Do The Best Of My Knowledge And Belief.

Date:11-2-2018

(TANZEER AHMAD SHADAB)

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