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| Contact Details **UAE: (971) 564932242**  **Email:** **junaidh0201@gmail.com**  Present Address  Post Box No. 2058,  Abu Dhabi, Personal Data Father’s Name: Kabeer Hussain  Date of Birth**:** 02-Jan-1984  Nationality**:** Indian  Marital Status**:** Married  Lang. Known**:** English, Hindi, Urdu,  Malayalam & Tamil  Driving License : Holding UAE License  |  | | --- | | Passport Details  Passport No **:** M8957685  Date of Issued : 08-07-2015  Date of Expiry : 07-07-2025  Place of Issued : Abu Dhabi  Visa Status **: Employment Visa** | | JUNAIDH K. HUSSAIN    Career Objective  Intent to take a lead role in Employee Benefits Department, where I can apply my expertise and gain valuable experience which will fulfill my career ambitions.  Career Summary   1. **Inventory Controller -** National Petroleum Construction Company (NPCC) Stores Inventory Department from Aug’ 2011 to till date. 2. **Storekeeper (Central Stores – Onshore & Offshore operations)** National Petroleum Construction Company (NPCC) from Apr’ 2007 till Aug’ 2011.   Education Qualification   1. Bachelor’s in commerce – 2005, Bangalore University, Bangalore, Karnataka, India. 2. Pre-university – 2002, Bangalore University, Karnataka 3. S.S.L.C April 2000, SMS High School, Bangalore, Karnataka   Skills   * Able to work under pressure with ease and efficiency * Strong communication and interpersonal skills * Can work effectively in a multicultural environment * Dedicated to maintaining high quality company protocols.   Computer Knowledge Operating System: MS – Dos, Windows 98, Windows 2000, 2003, Windows XPPackages: MS-Office 2007, MS-Office XP and Publisher. |

Work Experience

**Aug’ 2011 to till date** – **Inventory Controller - NPCC** material operations Inventory Department.

**Current Duties and responsibilities**

* Responsible for carrying out inventory control activities in line with an approved procedure and duties to ensure the availability of the right material at the right time, right place, at the right cost, and at optimum stock levels.
* Handled material replenishment work under the supervision of stores officer.
* Carry out stock evaluation, effectively saving cost & ensuring quality of more than **50,000 line items** which includes **consumables, spares, safety items, lifting gears, lubricants, gas oil, chemicals, electrodes, paint, industrial gases** etc. to ensure optimum stocks.
* Providing high level of service to end users & immediately solving the issues at the first opportunity.
* Very close co-ordination with other departments to satisfy the material requirement.
* Regularly leads the team & train them for generating all problem-solving ideas & effective implementation.
* Valuable contributions to maintain a safe working place.
* Carry out min/max level evaluation to establish the most effective operational status.

#### Carry out non-moving items evaluation and initiate disposal action.

#### Vocabulary evaluation to ensure standardization, accurate description and no duplications.

#### Update material classification and category in the system.

#### Coding and cataloguing of newly stocked items including deletion and activation of old items.

#### Create & post Purchase requisitions including approving authorities’ pattern in line with company guidelines of PR grouping & Purchase requisitions are forwarded electronically through proper channel to procurement.

#### Create post and issue fax orders, TV’s.

#### Process and produce standard stock and inventory reports for users use

#### Follow up outstanding demands, purchase requisitions, purchase orders, fax orders and delivery taking appropriate action to ensure the timely availability of material.

#### Co-ordinates all activities with satellite stores to achieve effective operation

#### Timely material transfer to onsite and offshore.

#### Ensures that all materials and goods received are correctly entered into the Materials management System to ensure their accountability

#### Monitors consumption levels of materials and goods and takes decisions on

#### Replenishment quantities needed to maintain optimum stock levels. Gains approval for replenishment requests and initiates purchase action.

#### Seeks confirmation from internal clients for high value items or late bid evaluations received to ensure that there is no duplication of demand.

#### Initiates action for the standardization of materials to achieve consistent and Cost-effective operations.

#### Ensures all activities are carried out in compliance with approved safety practices and standards.

**Apr’ 2007 – Aug’ 2011 – Storekeeper (Central Stores** – **Onshore & Offshore operations**), **NPCC**  
**last Duties and responsibilities**

* Responsible for all materials receiving, storage and issuing activities in the respective warehouse of assignment under cooperation with & instruction by Material Controller.
* Keep close watch and supervise the routine performances of labour force in the Material Control Group.
* Regularly coordinate with warehouse personnel for the Materials Take-off for collection.
* Ensures all security measures in my area of responsibility are fully enforced.
* Maintain warehousing of Equipment’s and Tools
* Supervise and patrol storage areas.
* Prepare reports related with Material Control for submission.
* Regularly and properly arrange materials in the storage area and the warehouse so as to facilitate safety in receiving and issuing of materials.
* Regularly checks the quantity and quality of materials when receiving & issuing them.
* Conducts periodic Physical Stocktaking.
* Assigning of Stores Demand Vouchers to the Storekeepers for making the materials ready for collection.
* Accurate updating and posting of Stores Demand Vouchers, Transfer Vouchers.
* Daily checking of pending documents related to material issues and making it committed.
* Check and categorized all related documents pertaining to issue of all materials. Scrutinize and prioritize all requests for materials that have to be issued.
* Preparing outstanding demands, Stores Issue Vouchers, Automatic Transfer Vouchers in order to issue the backordered materials to the end user.
* Interacting with different departments like Plant, Admin, Yard, QA/QC, Offshore Barges (SEP-150, SEP-250, SEP-350, SEP-450, SEP-550, PLB-648, DLB-750, DLB-1000, HLS-2000 & DLS-4200) and Projects for getting collected their outstanding materials.
* Processing of replenishment list for the Offshore Satellite Stores and transferring the materials in coordination with the Logistics Department.
* Keeping co-ordination with the Store Officer for comparing the Inventory of physical stock of materials versus stock in the system.
* Prepares reports for inventory adjustments and shortages.
* Giving information to the Store Officer for the non-availability of materials and making it ordered by the Inventory Controllers.
* Rigidly follow up Inventory Controllers concerning urgent deliveries and/or normal schedules as mandated on the Terms and Conditions of the Purchase Order as per the demand of the end users.
* Reviews MMS and submits recommendations to enhance work efficiency for consideration and action by Stores Officer.
* Attending stock checkers and auditors.
* Undertaking all day to day office works under proper guidance and supervision.
* Classification, sorting, filing and archiving of all documents.
* Maintain standards of Safety and comply with Company’s Health, Safety & Environment
* Management System in a timely and accurate manner.
* Remarkable experience in production environment and practicality in inventory control.
* Wide knowledge of inventory control and purchasing functions.
* Familiarity with inventory systems, cost analysis and product evaluation
* Good understanding of procurement and accounts payable processes and methods.
* Ability to evaluate pricing and inventory control
* Ability to analyze inventory processes and trends
* Excellent organizational and analytical skills

# Declaration: -

I hereby declare that the information provided above is authentic and true to the best of my knowledge and belief.

Place: - Abu Dhabi

Date: - 20-Aug-2020

**(Junaidh K. Hussain)**