

S.Thiyagarajan.



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Personal Information:

Date of Birth : 04-05-1984

Passport No. : N0067770

Nationality : Indian

Place of Issue : Tiruchirappalli

Marital status : Married

Passport of Expiry : 10-06-2025

Career Objective

Young dynamic, Self-Motivated, having good experience in Store Keeping in well-known ongoing civil construction company with Computerized Stock keeping by using MS Excel. I'll do the job with greater sense of responsibility & will always apply my best to contribute to the positive application of my job towards the establishment & prove myself as an asset to the organization.

Work Experience: 11yrs as Store Keeper Working in GULF

(2005 to 2009) M/s. Transemirates Scaffolding Construction. Co. LLC. Dubai, U.A.E

(2010 to 2012) M/s. Emirates Technical Scaffolding & Formwork Sharjah, U.A.E

(2015 to 2020) M/s. Delmon Scaffolding & Formwork Doha, QATAR

(2023 to Till) M/s. Duscaff Scaffolding Industry LLC. U.A.E

- **4yrs as a Store Incharge in a well-known Scaffolding Division & Civil Construction Co, Dubai**
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- **2yrs as a Store Supervisor in a well-known Scaffolding Formwork Division, Sharjah, U.A.E**
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- **5yrs as a Storekeeper in a well-known Scaffolding Formwork Division, Doha, Qatar**
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- **1yrs as a Storekeeper in a well-known Scaffolding & Trading Division Industry LLC, Dubai**
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Responsibilities:

- Make the Material Requisitions.
- Follow the (Mobilization/Demobilization) procedures of Stocks & Records.
- Received the Material From our Customer First check Quality & Quantity in the yard.
- Maintain the Separate daily register of DO/GRN/Cross Hire/for the contract & Supply hired materials.
- Issue the material to the Customer when it's required as company procedure and Keep up stock details manually in register and in computer also.
- Receipt issue Transfer and Storage of Materials at the site.
- Proper Filling of all Inventory documents.
- Provide detailed reports to the management on a weekly basis and such other duties as may be required
- Keep the Scaffolding & Formwork Materials Contract & Supply Materials for the same and update in the manual/Computer/Online Systems.
- Maintain the daily/weekly/monthly/Scaffolding materials statement for all type of material (Cullock/Ks/Rmd/AluminumBeam/SteelBoard/Decking/Infill/Doka/Ulma/Panel/Eleberman/ Mobile Tower/Planks& Accessories.
- Maintain the separate register (manual & computer) for the hired/Sale materials (Scaffolding /Formwork/Accessories/ Machinery / Equipment's) to easy control and return back.

- Maintain the Material Report and submit to the Management when it's required.
- Maintain the PPE list for all labors.
- Maintain the Muster Roll (manual computer) and submit to the Accounts Department.
- Maintain the Daily Manpower Report and submit to the superior.
- Maintain the Monthly Scaffolding Report and submit to the Manager.
- Make the Scaffolding Statement for all type of Contract job & Supply Materials.
- Keep the Scaffolding Materials with rent Materials Details for the same and update by daily basis.
- Maintain the various customers for types of Scaffolding materials to easy control.
- Take Responsible in compiling employee's time and production records, reviewing timesheets, work charts and timecards for completeness.

Qualification Skills :

Educational Qualification:

- **S.S.L.C (Board of Higher Secondary Examination, T.N, India)**
- **Higher Secondary (+2) (Board of Higher Secondary Examination, T.N, India)**
- **B.A History (Madurai Kamaraj University, TN, India)**

Computer Qualification & Skills:

- **M.S Office (MS Word, MS Excel, PowerPoint, Oracle, etc...) from M/s Aptech Computer Education, Dubai, U.A.E.**
- **DATA ENTRY/DO/GRN/ORACLE/E-PROMIS**

Language Skills:

- **English, Hindi, & Tamil.**

Hobbies :

Playing Football & Cricket, reading, writing poetries, surfing the internet and chatting.

Declaration

I hereby declare that the aforesaid information is true and correct to the best of my knowledge and true belief.

(S. Thiyagarajan)