



VISHNU SHARMA

ON-SHORE WAREHOUSE CLERK

Career Objective

Results-oriented professional with 11+ years of experience and a proven knowledge of warehouse operations, project management, and logistics management. Aiming to leverage my skills to successfully fill the Material Man role at your company.

Contact

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- vishwa6571

Education

MDS UNIVERSITY AJMER
Ajmer, Rajasthan
B.COM Commerce (Jun 2012)

Diploma in Computer Applications (PGDCA)
From F-TEC New Delhi.

Certifications & Skills

IMIST : QHSE International From Atlas Dubai
Certificate No-1171531216092111750

MS Office with Advance Excel & Outlook
updated

ERP—ORACLE, SAP MM, TALLY 9.0

Experience

Oct 2021 – Present



ONSHORE WAREHOUSE CLERK (DRILLING)

Lamprell Energy Ltd. (Client : Dubai Petroleum Establishment), Dubai, UAE

- Verifying & storing all material received at warehouse.
- Raise the Containerization ID for every CCA/CCU's in Oracle ERP.
- Attend all internal sourcing request (look-head) from various regional Rigs.
- Perform monthly cycle count and audit of Drilling inventory yard and chemical storage area.
- Raise material transfer Voucher, Outbound Gate pass and Transaction of move orders in Oracle ERP.
- Handling Casing's/Tubular- and Drilling Inventory Yard at DPE JAOSB Jafza DPE.
- Perform upcoming or next well material preparation as per well program getting instruction from Drilling engineer to get ready with equipments/material for specific job/ops as per look head. Inventory handling of whole yard including liners and drill Pipe,

- Bits, X-overs, Sub & Well head materials manage chemicals for Cementing job and Mud Jobs SOBM/WBM or Brine NACL , Caco3.
- handling vendors delivery and collection at Jetty like Baker, Halliburton, Schlumberger, FMC, MEOS, FRANK, MI-GULF, Scientific Drilling, ODFJELL, Weatherford Etc.
- Labeling, verifying, & Marking MSDS and other Relevant index info for all stored Material.
- Make sure that the Back-Load Received from Offshore Rigs are Right as per manifest and move the back-load items as per instruction. Any discrepancy in the manifest should be immediately addressed.
- Produce weekly reports.
- Cover the warehouse Supervisor Role when Required.

May 2021 – Sep 2021



STORE OFFICER

Priserve Infrastructure P Ltd. (Client : Oil India Limited Jodhpur), Jaisalmer, Rajasthan

- Manage Oil india Limited Hamira Godown Inward & outwards (Receipt & Issue Section).
- Receiving Material Requisition/indent from various users.
- Forward requests to the Purchase Department
- Goods receipt and physical inspections as per PO.
- Making 103 inward and after user inspection we raise 105 mvmt final GRN in the system.
- Mobilize Casings/Tubular/crossovers/Rock Bits/ and Well head materials along with production Valves and X-Mas tree and Drilling & production Chemicals to well site.
- 1900 registered Line item's in SAP at oil Store Raj. 2 operations out of this we only handle 200 stock items of **Drilling & Production** along with some Direct Purchase.
- Manage Min-Max orders and full-filled end user requirement at field also handling HSE Equipment with PPE's.
- issuing material issue voucher as per cost center allocations or SAP MM Movement type 261,311

Feb 2019 – Mar 2021



MATERIAL COORDINATOR (DRILLING/PRODUCTION)

Enquest petrosolution (Client : Schlumberger Asia Services Ltd), Barmer, Rajasthan

Cairn ABH-RDG Project

- As a Rig Matco I was handling all required Material for SLB Drilling operations order and raise request to vendors for all stages of well programs Job Operations.
- handle all the OCTG Goods inventory of SLB at Rig Locations and received from yards.
- prepare in advance as per next Drilling operations and follow the WSL & Drilling Supdt. Instructions.
- Managing Casings/Tubalars/X-overs/Items/Equpt/Spares & Pumps with Drilling Consumables on Rig site
- Do all the necessary check list and manifesting jobs with HSE

Practise on Rig site.

- Maintain Book Keeping and Fuel issuing Records and Reporting to Well site Leader of SLB.
- Handling Admin & Logistics functional support from Base to Field.

Sep 2016 – Jan 2019



STORE EXECUTIVE

AlphaGeo India Limited (Client : ONGC), Hyderabad

ONGC Seismic NSP Project

- work on ONGC 2D/3D Seismic Survey for Search oil Patches.
- Here I was handle world's leading Seismic Equipment Inventory of All kinds of Seismic Opreations
- Sercel- 428 XL/508 XT/Vibro-Seismic and Dongle Unite RRU's online Seismic Shots operations while on Both Ground and Sea
- Handle Pan india ONGC Seismic operations in AGIL including Branch-Transfer and Bulk Loading unloading, Equipment Maintenance with Stores ops.
- All of inventory each sections like Communications, Instrument, Electronics & Mechanicals equipment Records & Reports.

Dec 2015 – Aug 2016



MIS EXECUTIVE

JM Baxi-- Boxco Logistics (Client : Cairn India, Barmer)

Cairn CPF-PSY Project

- Supervised inventory and warehouse management of PAM containers as per client's requirement.
- Managed MIV issue slip documents for daily consumption of polymer to the tune of approximately 150MT per day.
- Performed daily material received inspection receipt report and GRN 103 & 105 movement in SAP
Updated daily Physical Stock position of 20 MT Container of Polymers at CPF & PSY.
- Containers bulk operations from international Vendors.
- Release AR1 in SAP for Payment of Final GRN to the Vendors.
- Making Gate pass outbound for empty Containers.
- Raise MRIR Report for every inbound Shipment for Each Container's
- Prepare SLA & MIS Reports on Monthly Basis.
- Daily Consumption Report & Physical Stock Verification as per Book Stock in the system.
- Provide necessary Instructions to unloading Crew for smooth unloading operations.

Sep 2014 – Sep 2015



LOGISTIC & DISPATCH OFFICER

Intech Organics Limited , Pali, Rajasthan

- Monitored end-to-end internal movement of material from storage yard to plant and documents pertaining to the process like maintaining ER1, ER7.
- Stock Register and related document of Excise
Undertook routine checking of S.O, Material allocation, proper invoicing, Hazardous Goods (Storage Tank /MSDS).

- Managed IMO and HAZ container classification and code maintenance.
- Developed logistics contingency plans and loading materials.
- Planned & managed special logistics operation
Liaised & Coordinated with Excise Department and Export Department.
- Worked towards Stock Control, Stock Reconciliation on day-to-day basis and performed Inventory Planning.
- Deal with CHA and Freight Forwarders/Shipping Line for various Pre and post shipment of Documents along with Duty Draw Back and Merchandise Scheme of Exports in India.

Jun 2013 – Aug 2014



WAREHOUSE ASSOCIATE

*C2C Techno-soft P. Ltd. (Client : Cairn Energy India Ltd.),
Barmer, Rajasthan*

Project : Cairn India – EORP PHASE I,II,III

- Performed Inventory Planning, Stock Control and Stock Reconciliation
- Documented & implemented various certificates Including MIS of Diesel Supervised after Loading and Unloading of Material at Warehouse.
- Generated Reports like Day end reconciliation, Inventory reconciliation, Pending Stock Report and Dispatch Reports.

Oct 2010 – May 2013



STORE ASSISTANT (OFF-ROLL)

Shree Cement Limited , Suratgarh, Rajasthan

- Monitoring purchase, receipt, inspection, storage and inventory of stock; ensuring proper storage facilities for various components as per supplier recommendations.
- Maintaining the stock of material without any variance by conducting stock verification and documentation; following up on discrepancies, damage/expired goods and claims & returns.
- Implemented 5S in the warehouse Executed.
- FIFO principle for all the products.

AFR Project (Shree Cement Ltd.-Beawar Feb-13 to May-2013)

- Searched and finalized Carbon Black Vendor's/supplier's in India to optimize raw material cost and place it as alternative fuel to coal in clinker production for Finished Goods.

References

References available upon request