

MOHAMED HALITH



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OBJECTIVE CAREER:

To secure challenging position, which involves developing of my personality as well as career and intend to work for the organization and utilize best of my knowledge and service to its maximum growth as well as mine.

PROFESSIONAL EXPERIENCE:

M/S- ASHRAF ALSAYYAD INTERIOR DESIGN LLC

Designation: Document Controller & Store keeper

Duration: (July-2020 till Date)

Projects: Dubai Mall MEP Building Maintenance project



- Review inventories for obsolete and slow-moving items and bring any such items to the attention of the Cost Controller for action.
- Taking account of incoming and outgoing of goods in the stores departments.
- Arranging the inventory of stock every three months and using materials.
- Check Tag # and P.O# & codes from MSR (Material Sending Report) and update every day.
- Preparing and monitoring inventory of the list of the material & Prepare method statement for Third party MEP/Civil work, controller with the costing of Use records preparing for work permit.
- Inspection by the department head, data entry of requisition & to issue receives the materials.
- To maintain the material stock position according to the requirement of production.
- Keep the material supply and use the proper and paper to protect from damage of the threat.
- Third part MEP/Civil maintenance work coordinated and following.
- Maintain confidentiality around sensitive documentation and executive level correspondence.
- Following Service request and preparing for Quotation sending mail to client.
- Create and organize information, and generate reference tools for easy use.

M/s-AI Ali Construction Company LLC

Designation: Document Controller & Store Keeper

Duration: (Sep-2018 to June-2020)

Project: Inter-Continental Resort Hotel RAK



- Preparing Prequalification, Material Submittal, Method Statements of All construction related materials, provided input the energy service business and Inventory system.
- Preparations of Annual Leave, Short Leave, Compensation Leave, Annual Leave Timesheet (Punching Cards) of Labors & Staffs and coordination with timekeeper and camp head (accommodation)

- Updating manual logs of correspondences, Material Submittals, Prequalification. Maintain a systematic filing system on the file for the fast access and computerized system for easy retrieval, archiving and tracking of documents. Manage the flow of day-to-day operations. Ensure that all documents are well checked and submitted on time prior to the submission due date.
- Ensure the quality, quantity; prices and self-life of the incoming supplies are According to the purchase orders. Assist Cost Control in the monthly stock-taking.
- SIR, SON, NCR Preparing and submittal to Consultant & Monthly, weekly & Daily report preparing.
- Ensure the quality, quantity; prices and self-life of the incoming supplies are According to the purchase orders. Assist Cost Control in the monthly stock-taking.

M/s-EJADAH- IDAMA FACILITY MANAGEMENT SOLUTION

Designation: Document Controller & Store keeper

Duration: Feb-2014 to Aug-2018

Project: ADNOC-Abu Dhabi National Oil Corporate



- Handling MEP/Civil work Supplier Quotation follow up and work completion report Submission to the Client for approval. Update the accounts payable with all supporting at the end of the day.
- Handling MEP/Civil work Supplier Quotation follow up and work completion report Submission to the Client for approval. Following suppliers prepare WCR Format & Software using in Maximo store Material Maintenance.
- Assists the Purchasing Manager with the monthly inventory & preparation of non-moving and slow moving item list, Monitored & maintained warehouse materials system.
- Material order and following suppliers using material inventory by Maximo software
- Handling MEP/Civil work Supplier Quotation follow up and work completion report Submission to the Client for approval.
- Maintenance material inventory ware house store.
- Including technical & Bid documents, drawings commercial correspondence & Sub-Contract Agreements.

Al-Arab Contracting Company L. L. C Makkah Saudi Arabia

Designation: Document Controller & Draftsmen

Duration: March 2009- July -2013

Project: Umm al Hura University. Makkah.



- Updating manual logs of correspondences, Material Submittals, Prequalification, SIN, SON & NCR. Distribution of incoming & outgoing letters, Notice and MEMO's.
- I have my experience in conversion of MEP & Architectural Shop drawing preparation.
- Elevation & section. Coordinate with sub drawing & AS build drawing.
- Manage the flow of day-to-day operations. Create and organize information, and generate reference tools for easy use.
- Co-ordinate with PR Department to get all types of visas, security passes etc. as required for the job also to liaise with HR Department as may be necessary.

- Ensure that all documents are well checked and submitted on time prior to the document's submission due date.
- Monthly, weekly, daily, report preparing and submittal to consultant.

ACADEMIC QUALIFICATION:

Diploma Electrical Electronics Eng. (EEE) – (March: 2002-2005)

Mohamed Sathak Poly Technic College of Engineering, Tamil Nadu – India.

Higher Secondary (HSC) (March: 2001-2002) Govt. Hr. Sec School, Tamil Nadu – India.

State Board (SSLC) April: 2000, Govt. Hr. Sec School, Tamil Nadu – India.

ADDITIONAL QUALIFICATION:

Course: Hardware Networking Institution: CSC Computer Center Place: Chennai Tamil Nadu
Years: 2007.

Course: Auto Cad Institution: CSC Computer Centre Place: Chennai, Tamil Nadu, Years: 2008.

PROFESSIONAL STRENGTH:

Office Administration. Hands on operational software's Microsoft Office auto cad software. Procedure/Document Tracking. (Consultant & Authorities submittals approvals, Drawings & NOC's) Complete. Central Store Supervision. Supplier & Subcontractor's Management. Under pressure working ability. Setting daily targets, Documents controlling. Man power controlling Supervision Problem solver.

PERSONAL ATTRIBUTE:

Excellent team player as well as a clam, confident, committed and positive Style of Managing tough and enjoy mastering new job assignments.