

**ZIYAUDDIN**  
**Material Controller**  
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Contact No: +91 7321893770 +968 91388359  
+91 918002216040 +91 8709820130

## CAREER OBJECTIVE

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Seeking a challenging position in a professional environment that will enable me to work with emerging technologies to widen the spectrum of my knowledge and towards growth of the organization.

Worked on Offshore as well Onshore Project and have good knowledge in MS Office and Excel.

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**Total Experience: 14 Years**

**Gulf Experience: 11 Years**

**India Experience: 3 Years**

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### Summary of Shutdowns and Projects Handle at Gulf:

S. No#	Project Name	Company	Position	Duration	
				From	To
1.	DUQM/Maintenance Refinery/Petrochem.  Coke & Sulphur.	SANKYU – Oman	Material Controller	June - 2023	Till-now
2.	LPIC TA - Liwa Plastic  Ind. Sohar	STS – Oman	Material Supervisor	Jan - 2023	March - 2023.
3.	FERTIL- ADNOC Urea & Ammonia Abu Dhabi	Descon Eng.	Material Coordinator	Jun - 2022	Nov - 2022

4.	RRW SHUTDOWN 2020 RUWAIS REFINERY WEST (Abu Dhabi)	STS – Abu Dhabi	Material Coordinator	Dec - 2019	March - 2020
5.	DAS ADMA(OFFSHORE)	EMDAD SERVICES	Material Controller	June - 2018	Octo - 2019
6.	BOROUGE POLYMERS	Descon Eng.	Material Coordinator	December - 2017	April - 2018
7.	Shah GAS /ASAB GASCO	EMDAD SERVICE	Material Controller	October - 2012	September - 2016
8.	AL RAHA BEACH /HQ	AL DAR LAING	Storekeeper	March - 2008	February 2012
9.	BOC GASES- Gas JAMSHEDPUR	BOC GASES	Storekeeper	JUNE - 2005	JANUARY - 2008

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### Role and Responsibilities as Material Coordinator:

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching, and assuring quality of goods.
- Measure and report on the effectiveness of warehousing activities and employees' performance.
- Organize and maintain inventory and storage area.
- Ensure shipments' and inventory transactions' accuracy.
- Communicate job expectations and coach employees.
- Determine staffing levels and assign workload.
- Maintain items record, document necessary information, and utilize reports to project warehouse status.
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices.
- Confer and coordinate activities with other departments.
- Supervise day-to-day operations in a warehouse & yard.

- Supervise loading and unloading operations.
- Prepare shipping documentation and other related paperwork.
- Supervise forklift and pallet jack operations.
- Order, receive and maintain equipment, materials, and tools.
- Supervise counting, weighing, and identifying of materials meant for shipment.
- Check materials against customer orders, pick lists and billings.
- Develop the annual department budget.
- Check and verify materials in warehouse periodically.
- Maintain records of equipment, materials, and products.
- Compile Inventory balance & price lists.
- Identify damage, loss, or surplus of goods and material stored in the warehouse.
- Check in merchandise and affix labels.
- Stack merchandise on rack.
- Posting Daily Incoming Material's on ERP software.
- Material cancellation/returning after completion of project.
- Prepare material dossier for closing out of project.

#### **EDUCATIONAL QUALIFICATION:**

- ❖ **B.A (GRADUATE) from Oriental collage Patna Bihar**
- ❖ **10 + 2 Arts from Oriental collage Patna Bihar.**
- ❖ **10 Madhyamik Pariksha Stander Narayan high school Nawada Bihar**

#### **TECHNICAL QUALIFICATION**

- ❖ Diploma in Material management.
- ❖ Diploma in computer applications.
- ❖ Epicor ERP software
- ❖ SAP MM Module

#### **Epicor Skills:**

- ❖ Material Request.
  - ❖ Stock Receipt.
  - ❖ Customer Shipment, Miscellaneous issue.
  - ❖ Stock Return, Return material authorization.
  - ❖ Inventory Adjustment.
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**PERSONAL INFORMATION:**

❖ **Date of Birth** : **15 August 1985**  
❖ **Father's Name** : **Aalauddin**  
❖ **Marital Status** : **Married**  
❖ **Nationality** : **Indian**  
❖ **Religion** : **Islam (Muslim)**  
❖ **Language known** : **English, Hindi, Urdu**

❖ **PASSPORT DETAILS:**

❖ **Passport No.** : **C 2431837 ECNR.**  
❖ **Place of Issue** : **MUSCAT**  
❖ **Date of Issue** : **05/06/2025**  
❖ **Date of Expiry** : **04/06/2035**

❖ **PERMANENT ADDRES:**

❖ **Name** : **Ziyouddin**  
❖ **Village** : **Lohanipur**  
❖ **Post Office** : **Makhar**  
❖ **Police Station** : **Akberpur**  
❖ **District** : **Nawada**  
❖ **State** : **Bihar (India)**