

**MOHAMMAD MUSTUFA**  
**STORE KEEPER CUM PURCHASE OFFICER**



Mobile: +91 967 4462 463

WhatsApp No: +91 967 4462 463

E-Mail: [mustufa068@gmail.com](mailto:mustufa068@gmail.com)

**ORGANISATIONAL EXPERIENCE**

**Total Gulf Experience 13 Years 2 Month**

**Nepal Experience 6 Month**

- ❖ Worked in Saleh al Sitwi Building construction Company Pvt Ltd. Al Qassim & Riyadh KSA. Miscellaneous work ( Wall & Spray Painter & Block Factory dumper operator Since 10.02.2004 To 25.07.2010 (6 Years 6 Month)
- ❖ Worked in Heavy Engineering Industry & Shipbuilding Construction Company in Kuwait (K.S.C).As Assistant Store Keeper Since 27.10.2011 To 07.06.2014 (Pipe line project Hyundai KOC & Kotc project Hanwa (2.7 Years)
- ❖ Worked in Marasi Industrial & Marine Services Fujairah (UAE). As a Senior Store Keeper and Purchase Officer and Account Assistant Since 16.05.2015 To 08.07.2019 (4 Years 1 Month) Mech, E&I, Tank Cleaning, Machining & Valve repairing deptt. Inside Oil & Gas plants FOTT, FOT, POF & AGEAN.
- ❖ Worked at Sri Durga Fabricators & Erectors as a Store Keeper & Time Keeper under the contract of Riddhi Siddhi Cement Plant Pvt Ltd Ratomate Hetauda Nepal Since 22.09.2020 to 13.04.2021. (6 Month)

**Key Performance Areas:**

- ❖ **PURCHASE REQUISITION:** Initiate purchase requisition for the replacement of stock of all regular stores' items whenever the stock level of any item of store approaches the minimum limit especially fast-moving material.
- ❖ **MATERIAL FROM VENDOR:** Materials received from vendor check Qty and Quality and MTC if required according to the Company LPO from the vendor DO and make a label "MATERIAL UNDER INSPECTION" if any material require Q.C inspection.
- ❖ **MATERIAL INSPECTION NOTE:** Raise the MIN and send to the Q.C department along with Vendor Do Copy and MTC for quality cheque by the Q.C In charge of the Company.

- ❖ **GRN IN SYSTEM:** Do the GRN in system after material approve by the Q.C Inspection and write the computer generated GRN Reference no on Vendor Do and file it along with MIN+GRN+MTC.
- ❖ **GOODS ISSUNACE:** After the material inspected and passed by the Q.C In charge Issue the material to the required project against Requisition Slip given by the site in charge (Supv ,FM,Chargehand). And take the print out of Good Issue Note generated by the computer and attached GIN and Requisition Slip and file further record.
- ❖ **CODIFICATION OF MATERIAL:** Write the asset no on Asset/Tool for traceability and make a label of each and every item in the rack.
- ❖ **MAINTAINING THE DOCUMENTS:** Maintain the Document like MTC, MIN, GRN, GIN, MSDS for the audit purpose.
- ❖ **MAINTENANCE OF ASSETS/TOOL:** Maintain of assets/tools using the TPR (Tool Possession Record)
- ❖ **MAINTENANCE OF PPE RECORD:** Maintain of PPE Record of employee as per company instruction.  
SAFAETY OF MATERIALS: Ensure safe keeping both as to quality and quantity of the materials
- ❖ **OVER SHORTAGE & DAMAGE REPORT:** Material shortage, damage and overage & their endorsement of carrier document with over short & damage condition on carrier and notify to concern department in order to claim the issuance of materials.
- ❖ **COMPUTERIZED INVENTORY CONTROL:** Generating of receipt, maintenance of warehousing and checking regular status of the inventory with the system balance.
- ❖ **SUPERVISION:** Coordinate with the Store Head for further supervise of the stores and do the needful as per the requirement of the company.

#### ACADEMIC CREDENTIALS ☐

- ❖ S.S.C FROM ABDUL QAYUM ANSARI CHAPRA UNDER B.S.E.B (1997)
- ❖ H.S.C FROM D.A.V COLLEGE UNDER B.S.E.B (1999)

#### PROFESSIONAL SKILLS

- ❖ **SAP T CODES (Purchase Department)**  
MKVZ, ME21N, ME22N, ME23N, ME9F, ME2M,  
ME51N ME52N, ME53N  
ME41, ME42, ME43, ME47, ME49

❖ **MIGO – Store Department**

(101 -GRN & 102- GRN REVERSE) (201-GI COST & 202-GI COST REVERSE),  
(261 -GI ORDER & 262 -GI ORDEER REVERSE), (MM60 & MB90)  
(241-GI ASSET & 242 GI ASSET REVERSE), 309-TRANSFER POSTING  
ME2B, 122 – RETURN TO VENDOR  
MB51, ME52, ML81N, ML84, ML85

❖ **ACCOUNT DEPTT**

MIRO, FBL1N

**COMPUTER & EXTRA SKILLS**

- ❖ Proficient knowledge of Microsoft Word/Excel/Power Point
- ❖ MM Knowledge of SAP ERP
- ❖ Typing speed up to 30 words per minute
- ❖ Photoshop Basic & HTML Basic
- ❖ Basic Safety Officer Course
- ❖ First Aid Training Course in UAE Organized by Company
- ❖ Fire Fighting Course in UAE Organized by Company

**PASSPORT DETAILS**

- ❖ Passport No : T2090008
- ❖ Date of Issue : 16.10.2019
- ❖ Date of Expiry : 15.10.2029
- ❖ Place of Issue : PATNA
- ❖ Vaccination : 1<sup>st</sup> dose of Covishield done on 23.07.2021

**PERSONAL DETAILS**

- ❖ Father Name : MOHAMMAD JAMALUDDIN
- ❖ Date of Birth : 20th June 1973
- ❖ Nationality : Indian
- ❖ Marital Status : Married
- ❖ Religion : Islam
- ❖ Language Known : English, Hindi, Urdu, Arabic
- ❖ Language Speak : English, Arabic, Hindi
- ❖ Permanent Address : 1/2/H/32, Jiban Krishna Ghosh Road Belgachia, Kolkata-700037

I do hereby declare that the information furnished by me is true Declaration and best of my Knowledge.

PLACE

(MOHAMMAD MUSTUFA)

RESUME- MOHAMMAD MUSTUFA





T2090008

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

MOHAMMAD JAMALUDDIN

माता का नाम / Name of Mother

MAHMUDA KHATOON

पति या पत्नी का नाम / Name of Spouse

TARANNUM KHATOON

पता / Address

BARHAMPUR, CHAPRA

BHAGWANBAZAR, SARAN

PIN: 841301, BIHAR, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

H8397149

10/01/2010

RIYADH

फाइल नं. / File No.

PA1074186540019















-7 JUN 2014



دولة الكويت  
إقامة

Article No. العادة

273062008669

رقم الإقامة  
Residency No.

18

تاريخ الإنتهاء  
Date of Expiry

تاریخ الإصدار  
Date of Issue

Passport No. رقم الجواز

Date of Expiry

تاریخ الإصدار  
Date of Issue

H837149

2013-09-02 2012-09-30

Residents Name اسم المقيم

15065415

415  
231036964

65. GHAMMAD

Sponsors Name **اسم الكفيل**

A1 Absence exceeding 6 months out of Kuwait shall nullify the Residency Permit.

43077  
تسليم الأمانة إلى الجوار العباب خارج الكويت أكثر من 10 أشهر

[illegible]

H837149<<5IND7306206M1309021231036964<<<<<48

10



شركة الصناعات الهندسية الثقيلة وبناء السفن (ش.م.ك)  
Heavy Engineering Industries & Shipbuilding Co. (K.S.C)

Date:- 05<sup>th</sup> June 2014

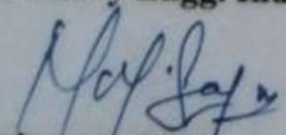
**TO WHOM IT MAY CONCERN**

This is to certify that **Mohammad Mustufa**, ID No.# 17529, was working with us from 27<sup>th</sup> October 2011 to 05<sup>th</sup> June 2014 as a **Store Keeper** at the project in Kuwait Oil Company (KOC).

We find him hard working, sincere & trustworthy. He is an efficient person that can be depended on.

We wish him the best in his future endeavors.

For Heavy Engg. Ind. & Shipbuilding Co. ( K.S.C)

  
**Mohammad Sahyouni**  
Project Manager



Paid up Capital K.D. 13,511,105 C.R.: 20735  
P.O. Box : 21998 Safat 13080 Kuwait  
Tel.: (965) 4835488, 4849923  
Fax : (965) 4830291, 4815947  
Email: marine@heisco.com  
www.heisco.com



رأس المال 13,511,105 د.ك. مدفوعاً بالكامل سجل تجاري: 20735  
ص.ب: 21998 الصفاة 13080 الكويت  
الهاتف : (965) 4835488, 4849923  
فاكس : (965) 4830291, 4815947  
البريد الإلكتروني : marine@heisco.com  
www.heisco.com

No. 7086

 **HYUNDAI**  
ENGINEERING & CONSTRUCTION

**KOC1 PIPE LINE PROJECT**

Installation of Low Sulphur Fuel Oil (LSFO), FG  
and Gas Oil Pipelines from MAA to Sabiya and  
Doha Power Stations



Blood Group  
B+

**Name**

**Mohammed Mustafa**

**Civil ID or  
Passport**

**H 8397149**

**Company**

**HEISCO**

**Position**

**Warehouse man**



Training Date: 03/11/11

Validity: 31/12/12





دولة الامارات العربية المتحدة  
UNITED ARAB EMIRATES



اقامة  
RESIDENCE

استوفيت الرسوم

47169658

701/2015/2/0010774

H8397149

محمد مصطفى محمد جمال الدين  
MOHAMMAD MUSTUFA MOHAMMAD JAMA

STOREKEEPER

مراسي للخدمات الصناعية والبحرية  
MARASI INDUSTRIAL MARINE SERVICES LLC

2017/06/02

2015/06/03



Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.



دولة الامارات العربية المتحدة  
UNITED ARAB EMIRATES



اقامة  
RESIDENCE

استوفيت الرسوم

47169658

701/2015/2/0010774

H8397149



الفجيريه  
FUJAIRAH  
لا يوجد

جهة الاصدار  
Place of Issue  
عدد المرافق  
Accompanied by

محمد مصطفى محمد جمال الدين  
MOHAMMAD MUSTUFA MOHAMMAD JAN

STOREKEEPER

مراسي للخدمات الصناعية والبحرية  
MARASI INDUSTRIAL MARINE SERVICES LLC

2019/06/11

Expiry Date

2017/06/12

تاريخ اصدار  
Issue Date



0 3 7 0 1 2 0 1 5 0 2 0 0 1 0 7 7 4

Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.





17401



# CERTIFICATE OF COMPLETION

This Certificate is awarded to  
**MOHAMMAD MUSTUFA**

From

**MARASI INDUSTRIAL & MARINE SERVICES**

For the completion of our course of instruction in  
**EMERGENCY FIRST AID**

COURSE DATE : 03th August 2015

SIGNATURE :

EXPIRY DATE : 02th August 2017

TRAINER :



The companies within Safety Services Group have one or more of the above approvals.





July 07, 2019

TO WHOM IT MAY CONCERN

Mr. Mohammed Mustufa (Passport No. H8397149) has served as Store Incharge & Purchase Officer in Marasi Industrial and Marine Services from 17.05.2015 to 07.07.2019.

He is well experienced , very sincere , knowledgeable and also well versed with the ERP system .

For the last 4 year's the Store department & Procurement Deptt. handled by him is a very professional way .

In between last year our Astt. Accountant left suddenly our company and there was a crisis period for us as our whole system runs on SAP system .

On my request Mr. Mustufa took up the role of the Astt. Accountant in addition of his functions and he performed very well.

It took almost 4 months to fill up the gap of the Astt. Accountant Mustufa performed so well that the absence was not felt at all .

He can be an asset for any company and I wish him all the best .

  
Regards  
Arup Mukherje  
Manager –Maintenance and Projects

**MARASI**  
INDUSTRIAL & MARINE SERVICES



**مراستي**  
للخدمات الصناعية و البحرية ذ.م.م

Tel: 09-2230707

Fax: 09-2230708

Mob: +971 567479144

Email: [arup@marasi-ims.com](mailto:arup@marasi-ims.com)

Website: [www.marasi.com](http://www.marasi.com)

P.O.Box 50099 Fujairah , UAE.



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✉ info@marasi-ims.com

ص.ب. : 50099 الفجيرة - الامارات العربية المتحدة

+9719 223 0708 ☎ +9719 223 0707 ☎

info@marasi-ims.com ✉





Ref: MRS/HR/L/2019/011

Date: 7<sup>th</sup> July, 2019

To,

Muhammad Mustufa,

Experience Certificate

It is to certify that Mr. Muhammad Mustufa (Passport Num-H8397149) has served as a "Store Keeper" in our organization from 17.05.2015 to 07.07.2019.

We wish him best of luck in his future endeavors.

For

Marasi Industrial & Marine Services LLC







BIET - CAL/CERT

116622

# THE BRITISH INSTITUTES

AN ISO 9001 : 2000 CERTIFIED COMPANY

## KOLKATA

### Certificate

*This is to certify that ... Mohammed Mustafa .....*

*..... has Successfully Completed a Course of study in*

*Computer Fundamentals, MS-DOS, Windows, MS-Office, Internet & e-mail*

*held during 23rd November 2010 ..... to 22nd February 2011 .....*

*Shoukch. Poddar .*  
Course Co - ordinator

Kolkata the 3rd March 2011



*Shriam Das .*  
Principal



No. DTI/HO/2010-2011/12539

# Dynamic Technical Institute



44A, Kali Temple Road, Kolkata, India

(REGD. NO. W-351264)

*This is to Certify that*



*Sri/Smt.*

MD. MUSTUFA

*Son/Daughter of Sri*

JAMALUDDIN

*has been examined in the*

"INDUSTRIAL SAFETY MANAGEMENT"

*by the Examination Board of this Institute*

*and found Qualified to receive*

*the Grade*

"A"

*Certificate*

Date of Issue 25-04-2011

  
DYNAMIC TECHNICAL INSTITUTE  
Chief Instructor

  
DYNAMIC TECHNICAL INSTITUTE  
Technical Director

# Dynamic Technical Institute



(Regd. No. W-351264)

## MARK SHEET

The following is the statement of marks obtained by

Shri / Smt. MD. MUSTUFA S/O JAMALUDDIN  
 Roll DTI No. SM/75 at the FINAL Examination  
 Held on 29-03-2011 Session 02-09-2010 TO 02-03-2011  
 Course "INDUSTRIAL SAFETY MANAGEMENT"

Subjects	Full Marks	Pass Marks	Marks Obtained	Result Class/ Divin./ Category	REMARKS
ELEMENT OF MANAGEMENT	100	34	72	PASS	
ENVIRONMENT & INDUSTRIAL SAFETY	100	34	74	PASS	
INDUATRIAL SAFETY-I	100	34	74	PASS	
INDUSTRIAL SAFETY-II	100	34	73	PASS	
BASIC KNOWLEDGE OF FIRE FIGHTING	100	34	76	PASS	
<b>TOTAL</b>	<b>500</b>	<b>170</b>	<b>369</b>	<b>"A"</b>	<b>GOOD</b>

Prepared By

Verified By



*[Signature]*  
 DYNAMIC TECHNICAL INSTITUTE

*[Signature]*  
 DYNAMIC TECHNICAL INSTITUTE  
**PRINCIPAL**

A+ Above 80%

A Above 70%

B Above 60%

C Above 50%

Pass marks above 40%

25-04-2011

Date : .....



# BIHAR INTERMEDIATE EDUCATION COUNCIL

PATNA



## PROVISIONAL CERTIFICATE

Certified that MD MUSTUFA  
Son/daughter of MD JAMALUDDIN  
Roll Code 4202 No. 30 128 Enlistment No. SW-0382-97  
of College D. A. V. COLLEGE, SIWAN  
passed the Intermediate Examination in ARTS of 1999  
held in the month of APRIL 1999 and has been placed in  
FIRST Division.

### Subjects Offered

- |                                               |                             |
|-----------------------------------------------|-----------------------------|
| 1. <u>RASHTRA BHASHA HINDI</u>                | 4. <u>POLITICAL SCIENCE</u> |
| 2. <u>ENGLISH</u>                             | 5. <u>ECONOMICS</u>         |
| 3. <u>HISTORY</u>                             | 6. <u></u>                  |
| 7. (Voc) <u>SHORT HAND &amp; TYPE WRITING</u> |                             |

Dated 21ST JUNE 1999  
Patna - 800 001

1/2/24/387  
Secretary



## BIHAR INTERMEDIATE EDUCATION COUNCIL

## PATNA



## MARKS STATEMENT, 1999

The following are the marks obtained by

MD MUSTUFA

College D. A. V. COLLEGE, SIWAN

Roll Code 4202

No. 30128

Enlistment No. SW-0382-97

at the Annual Intermediate

ARTS

Examination 1999 held in the month of

APR '1999

SUBJECT NAME	Full Mks	Pass Mks	Mks. I	Mks. II	Theo Total	Practical Marks	R		Subject Total	Agg. Mks. Result
							Th.	Pr.		
01. COMPULSORY :										
RBH	100	30	79		079				79	
ENG	200	60	76	84	160				160	
02. OPTIONAL :										
HIS	200	60	70	78	148				148	
POL	200	60	71	77	148				148	
ECO	200	60	70	76	146				146	
03. ADDITIONAL :										
04. VOCATIONAL : ST	100	30	10		010	76			86	737 1ST DIV.

21ST JUNE 1999

Date

  
Secretary



अनुक्रमांक : 97AC 096413

पंजीयन संख्या 911-60 / 5267/96

# बिहार विद्यालय परीक्षा समिति



प्रमाणित किया जाता है कि

MD MUSTUFA

पिता श्री

MD JAMALUDDIN

रौल कोड

09129

रौल संख्या

0372

जन्म तिथि

08 August 1982

ईस्वी ने बिहार

विद्यालय परीक्षा समिति द्वारा आयोजित वर्ष 1997 की वार्षिक माध्यमिक

परीक्षा

ABDUL QAIYUM ANSAR, HIGH SCHOOL CHAPRA

से THIRD

श्रेणी में उत्तीर्णता

प्राप्त की है, जिसके उपलक्ष्य में उन्हें यह प्रमाण-पत्र प्रदान किया जाता है।

पटना

15 आगस्त, 1997 ईस्वी

सचिव



Ministry of Health & Family Welfare  
Government of India

## Provisional Certificate for COVID-19 Vaccination - 1<sup>st</sup> Dose

### Beneficiary Details

Beneficiary Name / সুবিধাভোগীর নাম

**Mohammad Mustufa**

Age / বয়স

**39**

Gender / লিঙ্গ

**Male**

ID Verified / আই ডি এর প্রকার

**Passport # T2090008**

Unique Health ID (UHID)

Beneficiary Reference ID

**62385774280830**

### Vaccination Details

Vaccine Name / ভ্যাকসিনের নাম

**COVISHIELD**

Date of 1<sup>st</sup> Dose / প্রথম ডোজ তারিখ

**23 Jul 2021 (Batch no. 4121Z112)**

Next due date / পরবর্তী টীকাকরণের তারিখ

**Between 15 Oct 2021 and 12 Nov 2021**

Vaccinated by / টীকাকর্মী

**Sankari Saha**

Vaccination at / টীকাকরণের স্থান

**Marwari Relief Society, Kolkata, West**

**Bengal**



“দাবাই ভী অর কড়াই ভী।

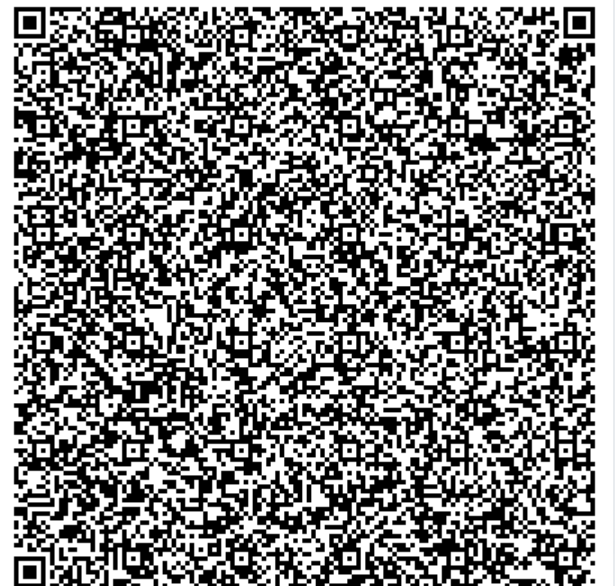
Together, India will defeat  
COVID-19”

- প্রধানমন্ত্রী নরেন্দ্র মোদী

In case of any adverse events, kindly contact the nearest Public Health Center/  
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

কোনও প্রতিকূল ঘটনা ঘটলে, দয়া করে নিকটবর্তী জনস্বাস্থ্য কেন্দ্র / স্বাস্থ্যসেবা কর্মী / জেলা টীকাকরণ  
অফিসার/রাজ্য হেল্পলাইন নং ১০৭৫ এ যোগাযোগ করুন

**COWIN**  
Winning Over COVID



This certificate can be verified by scanning the QR code at  
<http://verify.cowin.gov.in>