



Md TAUSIF KHAN

(STORE KEEPER)

UAE Driving License- No.2942946

Visa status- visit visa

Mob: - +971-557726754

Email: - tausifkhandxb54@gmail.com

PERSONAL DETAILS:

**Father's Name : Ashfaque
khan**

Date of Birth : 20 /07/1987

Nationality : Indian

Religion : Islam

Languages Known : English, Hindi

PASSPORT DETAILS:

Name : MD Tausif Khan

Passport no : U0592954

Date of issue : 19/02/2020

Date of expiry : 18/02/2030

Place of issue : India

EDUCATIONAL QUALIFICATION:

- ✦ **Master of Business Administration GJU Hissar FROM 2010 TO 2012.**
- ✦ **Bachelor of Arts from VBP University 2005 TO 2008.**
- ✦ **S.S.C from Allahabad Board in 2006 TO 2008.**

OBJECTIVE: -

To become a successful professional in the Field of Store keeper and to work in Innovative and Competitive world this will build my career in unique way.

EXPERIENCE DETAILS:

- Worked in **JAZAL Engineering (FM)** as Store keeper from March 2022 to March 2024
- Worked in **MBCC LLC** as store keeper May 2020 to Feb 2022
- Worked in **A B Building contracting co LLC** as Store keeper from March 2016 to May 2020
- Worked in **Tata tele service** as store keeper from March 2013 to Feb 2016

RESPONSIBILITIES:

- Prepare stock purchase requisition for MPR, (Material Purchase request) and PHR (Plant Hire Request), SER (Service require) and APR (Asset purchase Request).
- Follow the MPO (Material Purchase order), PHRO Plant Hire order), SPO (Service purchase order) APO (Asset Purchase Order).
- Receive the regular basis invoice and release GRN (Goods receipt notes) and PGRN (Procurement goods Receipt Notes).
- Prepare the daily basis store issue voucher.
- Prepare the monthly stock ledger report.
- Prepare the STV (Store Transfer Voucher).
- Prepare the monthly damage / lost equipment report.
- Prepare stock purchase requisition for consumable item.
- Responsible for receipts and issue (STV) of all materials arriving to the store with proper documentation.
- To maintain all relevant document related to store and its periodical updating.
- Returnable and non-returnable items.

SOFTWARE SKILLS:

- ✦ Knowledge in Word Office, Excel, power point
- ✦ Worked on ERP System CAFM,CRM,BRS,CEASOR,XPEDON,RMS,SAP, ORACLE ,EPOSH,

ADDITIONAL SKILLS:

- ✦ Short Learning and ability to adapt and learn quickly.
- ✦ Excellent Problem-solving abilities.
- ✦ Extensive knowledge of policies, procedures, equipment, materials, and supplies related to the maintenance
- ✦ Knowledge in Computer.

DECLARATION:

I hereby declare that the Information furnished above is true and correct to the best of my knowledge and belief.

JOB DESCRIPTION:

- Tracking the MPO, PHRO, SPO, APO, for daily basis.
- Maintain the log for MPR, PHR, SER, water and diesel log.
- Responsible for receipts and issue (STV) of all materials arriving to C
- To Maintain all relevant document related to store and its periodical updating.
- Regular Monitoring and analyzing different kind of tools and material.
- Delivery note, Gate passes transmittal from material receiving.
- Prepare the work order.
- Receive the delivery note and check the materials against PO.
- Handling entire store & dispatch function and heading the department.
- Maintaining the minimum and maximum stock level 0 % Of stock.
- File maintenance for all out going /incoming materials.
- Material Receiving and GRN posting to company's system.
- Responsible for weekly and monthly material report to Department manager.
- Material Inventory and Monitor stock availability. •
- To maintain all relevant document related to store and its periodical updating.