 **بسم الله – Curriculum Vitae**

**Sanwar Ali Ansari**

**Village-Nichitpur, Post- Bansjora**

**Distt-Dhanbad (Jharkhand)**

**Mobile: +91-8980199065,9693306109**

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**POST APPLIED FOR: STOREKEEPER/MATERIAL CONTROLLER**

**OBJECTIVE:** Seeking a challenging position with any progressive firm, which may utilize my skills & experience for the benefit of the Company, with an opportunity for a professional environment. Self-starters can work hard, independently, or with a team. Fast learner, welcome to face new ideas and challenges, handle duties and responsibilities effectively.

**SAP S 4/HANA & CLOUDS & OTHER DOMAIN SKILLS**

* Excellent command of systems (computer), software, like excel, power point, MS word Outlook along with knowledge of SAP MM module.
* SAP: - Do entry of Goods Receive, Issue, Through TR Code MIGO (Domestic & Inbounded Delivery)
* Do entry of Goods Transfer from Plant to Plant and Storage to Storage.
* Checking stock overview: company code/plant/storage location/batch.
* Checking stock on posting date.
* Filling the timesheets data for employees.
* Support to procurement team & accounts team regarding the MRN process.
* Raise purchase requisition for new project material.
* Sometimes also do invoice entry as per GRN/MRN.
* Excellent knowledge of Materials used in gas processing plant construction.
* Good knowledge of Materials used in the Construction of Refineries and Petrochemicals.
* Excellent data handling, analyzing, and evaluating data presentation skills.
* Skills to handle different kinds of work environments with adaptable behavior.
* Ability to maintain a cooperative and friendly attitude with all.

**ACADEMIC QUALIFICATION:**

* 2 Years’ Pre-Degree Course from Jharkhand Academic Council - Ranchi, India.
* Secondary School Leaving Certificate, from Jharkhand Academic Council - Ranchi, India.

**TECHNICAL QUALIFICATION:**

* Advance Diploma in Computer Management (ADCM) 1 Year Diploma Course.

From the national institute of software technology, Mathura (U.P)

**TOTAL-EXPERIENCE: 10 YEARS**

**GULF EXPERIENCE: 02 YEARS**

**Work Experience in Details**

Company Name: Doha Petroleum Construction Company (DOPET), Doha (Qatar)

Designation : Store Keeper

Duration : 1st June 2021 to Till Present

Company Name: Unique Identification Authority of (UIDAI) Dhanbad, INDIA

Designation : Work as an Aadhaar enrollment supervisor in S.B.I Bank, Barbera Branch.

Duration : May 2019 to May 2021

Company Name: M/s. Focus energy Ltd. (Oil and Gas) Jaisalmer, Rajasthan INDIA

Duration: November 2017 to March 2019

Designation: Sr. Storekeeper

Company: Aqua Nafud Water Supply Co. – Industrial Area Phase-3, Kilo 8, Jeddah – K.S.A

Duration: June 2015 to Aug.2016

Designation: Worked as Store- Keeper.

Company Name: M/s. Govinda Khiladi & Sons (Client of Reliance Industries Ltd. Jamnagar-Gujarat)

Duration: Dec. 2014 to May 2015

Designation: Storekeeper

Company Name: M/s. Plus Techn. Egg. Private Ltd. – Motikhavdi Jamnagar (Gujrat)

Duration: Feb. 2014 to Nov. 2014

Designation: Working as Material Coordinator

Company Name: M/s. Focus energy Ltd. (Oil and Gas) Jaisalmer, Rajasthan INDIA

Duration: April 2012 to 31 Dec. 2014:

Designation: Storekeeper

Company Name: M/s. Krishna Construction Co. Gurgaon (Haryana)

Duration: 10 Feb. 2010 to 25 Mar. 2012

Designation: Storekeeper

**JOB Profile:**

* Visual inspection, quantity, and quality check with department personnel.
* Identifying hazardous materials and locating them in designated safe places.
* Updating MSDS file for hazardous materials.
* Routine physical inventory count and maintain Min-Max level of stock.
* Daily monitoring of consumables & structural material.
* Maintaining box files and soft file folder, reports, etc. for proper & accurate records.
* Follow-up order with buyer and vendors for deliveries of Materials.
* To maintain the Customer satisfaction level up to the highest.
* Daily routine Stores work.
* Material Inventory and Monitor Stocks availability.
* Ensure proper storage of all incoming materials at the designated place with proper labeling etc.
* Responsible for putting in Material Requisitions.
* Material Receiving and GRN Posting to Company.
* Monitor Incoming / Outgoing rebar and Equipment.
* Regular monitoring and analyzing of different kinds of tools and materials.
* Issue of materials and tools needed by the workers.
* Condensate loading and preparing Delivery Challan and Invoice.
* Handling Inventory systems independently using a computer program
* All physical & Documentation work in respect of Inventory movement, such as preparation of Purchase Orders, Goods Receipt notes, Issue Notes, and Goods Inspection reports Physical verification/measurement towards the number of goods received from Vendor and appropriate positioning of stock in such a fashion to get easy access to avoid damages.
* Preparation of Various Reports in respect of the Inventory Control System.
* Monthly physical verification of Stock and prepare Report; accordingly, and provide the same to software dept. to reconcile the Physical & Book Stock.

**Personal Details:**

**Date of Birth : 05/11/1993**

**Address in India : Nichitpur, Bansjora, Post-Kenduadih Dist. Dhanbad, Jharkhand, India**

**Passport No. : Indian - M1700531 old passport no, New Passport no. S7494769**

**Physical : Young & Energetic**

**Religion** **:** Islam

**Lingual Efficiency : English (manageable), Arabic (good), including most of the Indian**

**Marital Status** **:** **Married**

**Email : sanawwar.ali72@gmail.com**

**Mobile : Mobile: +91-9693306109**

**Qatar: +974-30209732**

**Declaration: I hereby declare that the above information is true to the best of my knowledge & my beliefs.**

**Place: Qatar**

**Date :- Sanwar Ali Ansari**