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ABOUT ME

Inventory Control Analyst and Supply chain professional with an extensive experience of 12 years' in the area of logistic, asset management, inventory management, discrepancy resolution and receipt and distribution of Oilfield equipment Manufacturing and Spare parts domain

S K I L S

JD Edward Inventory System

Warehouse Management

Operation and Customer Service

Microsoft Word / Excel/ PowerPoint

Time Management

E D U C A T I O N

Higher Secondary School

*From Maharashtra State Board
Mumbai*

(CISCP) Certified International
Supply Chain Professional
completed from Blue Ocean
Academy Dubai.

(CISCM) Certified International
Supply Chain Management from
Blue Ocean Academy Dubai.

(CPP) Certified Purchasing
Professional from Blue Ocean
Academy Dubai.

(CPPM) Certified purchasing
professional Management from
Blue Ocean Academy Dubai.

➤ Supply Chain Supervisor

BICO Drilling Tools FZE/ August 2020

Record and maintain of all Inventory items and coordinating with local & overseas venders for required items.

- Working in OASIS system for all the incoming parts receiving and maintaining the items as per warehouse locations.
- Ordering the required new items to operate the operation daily basis.
- Creating new Parches order after management approval.
- Dealing with freight forwarder for all in & out shipments
- Creating the required custom gate pass, as per government law.
- Purchasing the goods for office and warehouse
- Following and maintaining all the scrap items, as per scrap company policy
- Maintaining and updating all the customer rental job motors hours in system
- Building assets and issuing items from system

➤ Inventory Control Specialist

National Oil well Varco / Dubai / Since December 2007

Record and maintains Control of all Inventory items and ensure compliance with establishment internal control procedure

- Performing data entry in Oracle JD Edwards daily for inventory transactions from the stockroom
- Creating barcode labels for all hazardous materials before being put away in their EHS cabinets
- Performing daily routine of refilling stock levels from

LANGUAGE

- English
- Arabic
- Urdu
- Hindi
- Marathi

PERSONAL

Nationality: Indian

Date of Birth: 18th Dec 1975

Marital Status: Married

Driving License: Light Motor
Vehicle

Passport No : L9729980

Place Of Birth : Mumbai

- Overstock then straightening up inventory.
- Using Outlook to communicate with buyers and research associates about inventory related issues.
 - Creating and editing the Excel spreadsheets for inventory master lists and adding new items from inventory requests.
 - Managing inventory requests from service now then closing them when complete.
 - Work with logistics to monitor & expedite the ETA of the parts/components to complete service work orders
 - Performing scrap activity as per company's standard policy and reconciliation/updating the system in accordance to the physical quantity
 - Keep Material, parts, product and stock items supplied and readily accessible, running MRP report and place work order.
 - Work with CSMS (Customer Service Management System) Issuing parts to SV work order (for rental & customer) for ME17 service Box and 5369134 training center requested items.
 - Monthly Monitor inventory valuation report and work report for MENA region
 - Perform any other duties requested by line manager

➤ Sales Executive

Saigol & Gulf Co. Ltd / Dubai / June 2006 till September 2007

Responsible for Sales of F&B product and inventory control across Dubai market

- Achieving Monthly Sales target
- Maintaining dealers' network and approaching new clients
- Maintain daily sales report and updating stock accordingly

H O B B I E S

Travelling & Photography's

Mechanical / Electrical works

Sports: Cricket / Basketball/
Football

Watch Formula 1 Race / Cricket

- Merchandising displaying of product in Malls and Supermarkets.
- Collecting cash daily basis and submit to Finance
- Liaise with customer and finance relating cheque
- Preparing statement of Account of clients and update
- Cordial relationship with customers to expand the business

➤ **Customer Service Executive**

Emirates Petroleum Ltd / Dubai / Dec 2001 till October 2004

Responsible for Customer Service, handling cash counter and inventory

- Handling Inventory
- Maintaining daily cash and sales
- Generate daily report and report to manager
- Merchandise daily stock at shop