

# Cover Letter

**Syed Umer**

HSE Officer,  
Inventory controller  
UAE, Abu Dhabi  
Musaffah  
[Khanjee1999@gmail.com](mailto:Khanjee1999@gmail.com)  
0501180935

Dear sir,

I have successfully completed the master degree examination in international relations from university of Karachi. I also achieved diploma in **supply chain management, ERP supply chain and computerize accounting.**

In the field of health and safety , I achieved the certificates, **NEBOSH- IGC (UK), IOSH (UK), AOSH fire safety (UK), OSHA (ANSI USA).**

I have brought along with me the total of eight years experience where my first job was with **Peoples Steel Mills Ltd** as a Inventory Controller in central store for three years.

I also worked as an HSE Officer with various organization in Saudi Arabia like **Saudi Aramco** (Yasraf project ), **Maadan** (Turaif project), **SABIC** (sharaq petrochemical) and **SADARA petrochemical.**

I have excellent interpersonal communication skills with good command on **MS Word, Excel, Peach tree, Tally ERP and Oracle ERP R12.**

I am confident that I have all necessary skills, strong educational background and particle work experience required to lead, challenge and be challenge in any position.

These days I am looking for a prospective employment opportunity where I can demonstrate my skills and increase the profitability and to promote growth.

Please find my CV attached here.

# Syed Umer



: 0501180935 Location:UAE

E-mail: [khanjee1999@gmail.com](mailto:khanjee1999@gmail.com)



## OBJECTIVE:

Looking to join such a progressive organization that can explore my skills and where I can prove my abilities.

## PROFILE:

A self-motivated, diligent individual, able to perform a wide range of specialized functions using independent judgment, Able to manage time productively, handle multiple projects simultaneously and perform well under pressure, dependable and goal oriented.

## PERSONAL DATA:

Father Name: Mumta Ali Khan  
Gender: Male  
D.O.B: 06-03-1985  
Visa status: Visit (UAE)  
Place of Birth: Karachi-Pakistan  
Nationality: Pakistani  
Marital Status: Married

## Experience:

- |   |                     |              |
|---|---------------------|--------------|
| ➤ <b>Peoples Steel Mills Limited</b><br>Worked as an Inventory controller | <b>Pakistan</b>     | 2012 TO 2015 |
| ➤ <b>Saudi Aramco (YASREF)</b><br>Worked as a Safety Officer              | <b>Saudi Arabia</b> | 2015 TO 2016 |
| ➤ <b>Maaden (construction)</b><br>Worked as a Safety officer              | <b>Saudi Arabia</b> | 2016 TO 2017 |
| ➤ <b>SHARQ- Petrochemical</b><br>Worked as safety officer                 | <b>Saudi Arabia</b> | 2017 TO 2018 |
| ➤ <b>SADARA- Petrochemical</b><br>Worked as a safety officer              | <b>Saudi Arabia</b> | 2018 TO 2020 |

### Job description as a inventory controller

- *Keep in touch of the whole stock on daily basis.*
- *Receive all internal and external supplies and to place on proper location.*
- *Inspect physically all items and check theirs expiry date*
- *Weighing critical items during receiving and issuing to the customers through weighbridge*
- *Manage the daily consumption of inventory and provide support to purchase department*
- *Maintain gate passes for incoming and outgoing supplies*
- *Making critical and fast moving items report to avoid any kinds of shortages.*
- *Supervise and coordinate staff activities*
- *Ensure net and clean environment to make sure best customer service*
- *Properly tagging on every item, location and place*
- *Prepare inspections Report and sending through **ERP** to the end user*
- *Providing best possible customer services and handling claims if any.*
- *Greetings and informing customers and building theirs loyalties.*
- *Processing return and exchange*
- *Regularly doing round walking to avoid any kinds of vandalism, shoplifting harm.*

### Job responsibilities As an HSE Officer

- Observation of unsafe act & unsafe condition, periodical checking of lifting tools report.
- Arrangements of toolbox talk and toolbox meeting.
- Conducting induction training
- To keep ready rescue ,medical support and first aid for the personnel
- Deployment and checking of materials
- Weekly safety inspection at site.
- Motivation of workers to work safely.
- Inspection of personal protective equipment.
- Coordination with emergency plane.
- Ability to work as part of team or independently.
- Maintaining records & documentations.
- Supervising contractors while on sites duty.
- Carrying out incident investigations.
- Ability to manage tasks at the same time without missing targets.
- Walking around the workplace and actively looking for any hazards and threats.
- Review risk assessment
- Educating new employees on the company's emergency evacuation procedures.
- Making sure that work stations & seating area is safe for the individuals using them.
- Ensuring welfare facilities
- Fire fighter and and check fire fighting appliances
- Maintaining good housekeeping

## ACADEMIC ACHIEVEMENT:

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Qualification	Institutes
Master Degree (I.R)	University Of Karachi
NEBOSH (IGC)	WIOHS
IOSH (UK)	WIOHS
OSHA (USA)	American National Standard Institute
Certificate in fire safety (AOSH-UK)	Advance Academy
Computerize Accounting	E-Sharp Institute (Karachi)
ERP Supply Chain	SKD Karachi
English Language Certificate	Domino Karachi

## Computer Skills:

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- Peach Tree
- Tally ERP.
- MS Excel, MS word and Power Point.
- Orical ERP
- Quick Book

## Languages:

- English           Excellent
- Urdu               Excellent
- Pashto           Excellent
- Arabic            Good