

Rafaideen Mohamed Salmanul Faris

Kattankudy, Sri Lanka

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Detail-oriented Inventory Clerk highly efficient with Experienced in leading Construction & Engineering Sector.

Personal Details.

Date of Birth : 06Th March 1993,
Nationallity : Sri Lanka
Gender : Male
Martial Status : Married
Passport No. : N 7690391

Personal Strength.

- Hard working with positive approach towards the given targets.
- Dedicated and amicable relationship, Strong desires towards learning with Management.
- Excellent communication skills verbal and written.
- Strong organization and time management.
- Team player.

GCC Work Experience

Senior Inventory Clerk

2/7/2018 – 1/12/2021

Tedeschia Construction Enterprises.

- Handling the Inventory Control Process alone for Multiple Projects on ERP system.
- Produce MOS (Material on site report) on monthly basis and forwarding to Finance, Commercial & Operations Team.
- Carrying out periodically audit with Main and store Storekeepers
- Posting GRN's for all the deliveries and forwarding to Finance Dept. for payment Processing.
- Coordinating with suppliers and finance Dept. on processing GRN's.
- Supervise material flow and storage.
- Cross checking BIN cards with the system and coordinating with Storekeepers to rectify if any mismatches found.
- Keep track of bins and pallets.
- Train Assistant Inventory Clerks.
- Carrying out any other task assign by the Warehouse Manager.

Senior Inventory Clerk
1/1/2015 – 1/1/2018
GETTCO Construction (CIVIL) & QMMC (MEP)
Doha, Qatar.

- Receiving purchase requisition from the stores, send to the purchase enquiry to concerned suppliers,
- Collect the quotes from the supplier and make the comparison chart with last cost and selling price for the approval,
- Make the purchase order with our terms and condition and send to the supplier,
- Make the supplier evaluation for each year. As per the ISO procedure,
- Analyse market and delivery systems in order to assess present and future material availability.
- Maintain records of goods ordered and received.
- once items received we should verify the goods condition and compare the invoice amount and quantity with purchase order
- After material received must inspect all items
- Posting all purchase entries verifying PO & Import cost
- If WE find any damage and poor quality material must to be returned
- Placing order for office use items.
- Making work order for all non tradable items and non tradable work.
- Manages stationery requirements for the department and other office supplies.
- monitoring all the annual work ,cleaning work, service work & replacement work done by perfect.

Inventory Clerk
Since July 2013 to March. 2015
Inter Arabia Trading, Doha, Qatar.

Inventory Controller
Since Nov. 2011 to Nov. 2012
Body Promer Qatar Trading, Doha, Qatar.

Educational Qualification's

G.C. E. – Advance Level – 2004
KattanKudy MMV National College, Sri Lanka.

Post Graduate Diploma in Information and Technology (DITP)
International Academic Bureau.

Certificate in Rewinding 2005
Batticoalo Int'l ETA Group (WUSC – Japan)

Computer Skills.

- Well versed in Inventory Handling in ERP system such as **Focus6.003 , Tally & PEKT.**
- Hand on Knowledge on C++. (Accounting Software)
- Typing Speed above 60 WPM.
- Microsoft Office.
- Visual Basic and Java.
- Basic Graphic Design.

Declaration.

I hereby declare that the above given information's are true and accurate to the best of my knowledge.
R.M. Faris.