

CURRICULUM VITAE



SHABEER KB

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Career Objective:

To pursue a career that leads to new learning experiences and further Enhance my abilities and skills and to use these to be of service to the growth and development of the company.

Position:

Seeking a responsible position as a **“Snr.Storekeeper/Storekeeper”** in any Reputed concern.

Educational Qualification:

- Diploma in Storekeeping and Management From NACELL India
- Pre-Degree from Karnataka board.
- S.S.L.C from Board of Public Exams, Karnataka.

Computer Literacy:

- Diploma in Computer Hardware.
- Proficiency in MS office, Internet Browsing and Email Works.

Additional Qualification:

- Passed Scaffold Training Course from Midriff Security & Safety Consultants Dubai, UAE.
- Passed Basic Plus CPR and First Aid Training Course From Medic First Aid International Dubai, UAE.

Work Experience:

1) Name of Company: DIRP (DUBAI INTERNATIONAL RE INFORCED PLASTIC LLC)
Designation: Storekeeper
Department: Store/logistic dept.
Duration: 09 Sep'2018 to 09 Oct 2020
Name of Project : Production
Client: SALEM AL MOOSA GROUP

Work Experience:

2) Name of Company: QDVC-QATARI DIAR VINCI CONSTRUCTION
Designation: Storekeeper
Department: Store/civil, logistic dept.
Duration: 31 March'2014 to Sep 2017
Name of Project: DOHA METRO RED LINE SOUTH
Client: QATAR RAIL

3) Name of Company: AFRA AL WADI TECHNICAL
Designation: Storekeeper
Department: Civil & Building Section
Duration: Sep'2012 to Jan' 2014
Name of Project: Production
Client:
Supervision Consultant: AFRA AL WADI TECHNICAL

Job Profile:

- To control complete stores operations by ensuring that all materials are correctly handled and recorded (Including receiving and issue.
- Ensure proper receiving, handling, stocking in store/issuing of materials.
- Issued and control warehouse & yard materials
- Check received stock against Invoice.
- Maintain of receipt and materials Issue Register
- Maintain and control of all stock level and consumable item regular checking.
- Communication with materials manager to ensure purchase orders are received, confirmed and accepted on the delivery schedule time, and any delay or non genuine materials supply immediately rejected to the same mfr/vendor.

- Prepared and certifying to submission of supplier's bills reached at accounts department correct time for further payment processing.

- Following up for local purchases

- Handling of material receiving as per PO from mfr/vendor.

- Maintain and control of Day-to-day preparation of Material Request, Goods Inward Note, Materials Receipt Note, Indent posting and daily physical verification report, daily receipt report, daily HSD consumption report for Asset wise.

- Monitoring and controlling the inventory System.

- To keep exact record of incoming and outgoing materials my self.

- Monitoring of dispatching materials to other warehouse with proper accounting and acknowledged.

- Monitoring of stock transfer between warehouse to warehouse proper accounting and acknowledged.

- Non-moving item stock and scrap disposal details reports sending to Accounts every month.

- Generated Monthly Physical verification reports, Non-Moving items, Debit Notes and submitted to the concern dept in targeted time.

- Maintain and control of store room materials and store area arrange and everyday clean.

Materials Receipt getting inspection and making Tagging System.

Dispatch of materials to various project site

Before punching the indent verification of authorize signatory, cost codes

Strength

- Total **7** years' Experience

- Hard working, Sincere

- Willingness to accept responsibility

- Easily adaptable to new environment

Driving license :Light duty vehicle ,manual(UAE)

License No:1865814

Personal Details: Name :

SHABEER KB Father's Name

: KP BEERAN

Date of Birth : 19 – 07 - 1988

Marital Status : Married

Sex : Male

Nationality : Indian

Language Known : English,Hindi,Malayalam,Tamil &Kannada

Passport Details:

Passport No. : R2930260

Place of Issue : Bengaluru/Karnataka

Date of issue : 07/08/2017

Date of Expiry : 06/08/2027

Declaration

I acknowledge hereby that the above mentioned details are true and correct to the best of my knowledge and belief.

Place :Dubai

SHABEER KB

Date :