

Mohammad Shakib Hussain

Father Name : Md Nasim
Gender : Male
Status : Married
DOB : 25th Feb 1989
Nationality : Indian
Passport : **V9548700 (NEW)**/ J781204 (Expired)
Email : **h_shaquib@yahoo.com**
Mobile : **+971 56898 5388 / +91 9534054645**




Objective : To obtain Store & Warehouse Officer Position where I will be able to contribute skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Prof. Skills : **Store Manager, Stores Officer, Warehouse In charge, Store Keeper, Material Controller, Inventory Controller, Store Operation & Management, Store Accountant, Multitasking Staff, Procurement, Purchaser, Cashier, Sales & Marketing.**

Executive Summary: Above 16 years' Experience as Expertise in Qatar, Oman, UAE in Oil & Gas, Power Plant, Metro Project and Construction Industries.

- Possess in depth understanding of various Stores & Account methods & proven abilities in co-ordinations and leading variety of people and projects with an ability to develop strategic plans.
- Proficient in operation and Management of Store & Warehouse.

Company	Quality International Company Limited (QICL) 
Client	Air Product, Linde Engineering, Technip, Fortune & Entropy
Location	Hamriyah Free Zone-Phase-2, Sharjah– United Arab Emirates (UAE)
Designation	Store Officer
Project	Skid, Refinery Tank, Vessel, Hydrogen Storage Bullet Module, Boiler Heat Exchanger, Silos, Pressure Vessel, Pipe Spool ETC.
Period	1 st September 2023 to Till Date
Company	Abdullah Al Manei & His Sons Trad. & Cont. LLC (AASTC) 
Client	Al Mansoori Petroleum Services (Oman Oil Company)
Location	Sohar-Oman
Designation	Store Officer
Project	From Oct 2022 May 2023 (8 Month) (Shutdown Project)
Period	Construction of Power Grid & Admin Building
Company	Redco International Trading & Contracting W.L.L  
Client	GWC, Qatar Rail, Time Qatar, QDVC, Ashghal Qatar
Location	Doha-Qatar
Designation	Store In Charge
Project	GWC Project, Al Wuqair (Feb 2023 to June 2022) Mega Project of Qatar Metro Rail Project-Lusail (Sep 2018 to Jan 2020)

	Burj Marina Tower- Lusail (Sep 2016 to Aug 2018) Doha Land Project, Msherieb (Feb 2015 to Aug 2016)
Period	Feb 2015 to June 2022 (7 Years 4 Month)
Company	M/S Paharpur Cooling Towers Ltd. (PCTL) 
Client	BSP-SAIL, BHEL-DVCL, JPCL
Location	Bhilai - Chattisgarh, Koderman – Jharkhand, Jhabua – Madhya Pradesh
Designation	Store Keeper
Project	IDCT Construction (4X250MW) Bhilai Steel Plant, Bhilai – CG. NDCT Construction (2X500MW) Bhel Thermal Power Plant, Koderma-Jharkhand
Period	Feb 2009 to Jan 2015 (6 Years)

Working Responsibility:

- **Receiving and Inspection:** Receive incoming materials, verify quantities, and inspect for quality and conformity to specifications. Record all received items accurately and promptly in the ERP system.
- **Goods Receipt Notes (GRN):** Generate Goods Receipt Notes (GRN) for received materials, documenting relevant details such as quantity, quality, and supplier information.
- **Storage and Organization:** Ensure proper storage of materials in designated locations within the warehouse or storage facility. Implement effective organization methods to optimize space utilization and facilitate easy retrieval.
- **Inventory Management:** Conduct regular inventory counts to maintain accurate stock levels. Monitor inventory levels and anticipate reordering needs to prevent stockouts or overstock situations.
- **Issuance and Distribution:** Fulfil internal material requests promptly and accurately. Prepare materials for distribution to various departments or production areas as per requisitions.
- **Data Entry and Reporting:** Enter all transactions into the ERP system accurately and in a timely manner. Generate reports on inventory levels, consumption patterns, and other relevant metrics as required.
- **Quality Control:** Collaborate with quality assurance teams to ensure that all incoming materials meet the required standards and specifications. Take appropriate action in cases of non-conforming materials.
- **Documentation and Record-Keeping:** Maintain detailed records of all transactions, including receipts, issuances, and transfers. Ensure compliance with documentation procedures and regulatory requirements.
- **Safety and Compliance:** Adhere to safety protocols and guidelines while handling materials and operating equipment. Ensure compliance with relevant regulations and standards governing inventory management.
- **Stock Ledgers, MIN (Materials Issue Notes), MRN (Materials Return Notes), MTN (Materials Transfer Notes), Movement Registers, GRN, Reject Material Memo and Theft Reports.**
- **Analyse material allocation forecasts, and provide recommendations to the project for necessary corrective action (e.g., early identification of potential surplus, optimal expediting, identify impacts of delays in material delivery and provide construction alternatives, etc.)**
- **Receives material deliveries on-site, opens and checks material upon arrival for compliance to Purchase Order requirements in terms of Qty, Quality, Damage, Short receipt, storage & subsequent issue to Site Contractors**
- **Records all Material deliveries via MRR into Materials & issues OS&D for any discrepancies for resolution by Home Office.**
- **Issue weekly/monthly reports of site material management activities for the project showing overall status and identifying significant delivery slippages against the construction schedule.**

Education Qualification:

Title	Institute	Location	Period
HSSC (12th) - I. Com	GD College-LNMU University	Bihar-India	2003-2005 (2Years)
Diploma In Computer Application	Bhagalpur University	Bihar- India	2004-2005(6 month)
Bachelor's Degree(B. Com-Hons)	Calcutta University	Kolkata-India	2005-2008 (3 Years)
Diploma Programme in Industrial Safety	NILEM	Chennai- India	Nov 2009-Apr 2010
Diploma in Material Management	IISDT	MP-India	2021-2022 (1 Year)

Software Skills	Years Used
Focus Accounting Software	7 Years 4 month
SAP -Business One Software	2 years 6 Month – Currently Using
CMS Software	1 Year & Currently Using
ERP Tally Software	2 Years
Computer Application (MS Office, Email ETC)	13 Years

Language			
English	Reading	Writing	Speaking
Hindi	Reading	Writing	Speaking
Bengali	-	-	Speaking
Urdu	Reading	Writing	Speaking

Other Interest:

- Reading Books
- Playing Cricket
- Collecting Coins
- Watching Movies
- Current Affairs

Notice Period : 30 Days

=====