



## Sk. AZAD ALI

### STORE KEEPER

#### CONTACT NUMBER:-

+91 7255838861,+91 8409350286

Email:-azadlifestyle@gmail.com

## PROFILE

Dynamic, self-driven and goal-oriented engineering professional with 11 years-experience at Spare parts , Oil And Gas, civil, Building Construction, Mep, Maintenance, Road Construction , Facility Management, Air Port, Hotel, Restaurant, Cattering, Stadium, Petroleum, Steam,

## TECHNICAL SKILLS

- Operating Systems Windows 98 /2000/XP/2003/Vista/Windows 7 /Windows8.
- Software Packages MS Office 2003, 2007, 2010 & 2013, Tally, SQL Software Advance.
- Knowledge of ERP Next/ ERP, NAV & Internet (ERP MICROSOFT DYNAMIC) SAP,
- Internet, Online Documentation

## Key Professional Experience Details

Ambitious result-oriented Administrative professional with 11+ years' experience, seeking challenging position utilizing my technical, administrative abilities & experience in MATERIAL COORDINATOR- to get the job done well.Strong aptitude with a target focused approach Good analytical and problem solving skills Strong Communication and inter personal skills; ability to develop rapport with people of various backgrounds, cultures and profile Strong Conceptual, Business and Analytical skills To always maintain filling system and stock record our company procedure. To submitted daily system updation report & monthly closing report To attend all correspondence E-mail, Telephone & Fax.To take all step necessary to ensure safety rules & security in store To maintain inventory records.

### EXPERIENCE

**STORE KEEPER , (Archirodon Construction Overseas Co ) 29 March 2007 to 5 january 2009**

#### 1.Project -Oil and Gas Gasco Plant Abu Dhabi Ruwais.

- Management of all spares related to Drilling rigs Tank heat Exchanger pressure Tube , Vehicles, Compressor, and Data Acquiring Instrument.
- Inventory, Stock maintenance of Drilling fluid Chemical.
- Looking after maintenance and cost control in Operationalfield.
- Maintaining all the other statutory records.
- Day to day recording of Stores Inward Materials.
- Organizing Stores issues & preparation of Issue Vouchers.
- Preparation of Materials Receipts & Inspection Report.
- Organizing the Indents & forwarding the same to purchase for procurement.
- Preparation of Critical Spares List.
- Updating of stock Records.
- Preparation of Daily/weekly/Fort Nightly/Monthly Consumption of Oil & Lubricants, materials Report & forwarding the same to Head office .
- Physical verification of materials.
- Preparation of monthly Stock Statement.To control the movement of material in warehouses, Preparation of Critical Spares ListLis
- Updating of stock Records.
- Preparation of Daily/weekly/Fort Nightly/Monthly Consumption of Oil & Lubricants, materials Report & forwarding the same to Head office.
- Physical verification of materials.
- Preparation of monthly Stock Statement.To control the movement of material in warehouses, laydown areas and other storage areas at Project locations and/ or Central Store facilities. Major Duties & Responsibilities.

**STORE KEEPER Dodsal engineering And Construction llc,) 29 March 2010 to 5 january 2011**

#### 2.Project-Qarn Alam Steam PDO Oman Project

## PERSONAL

- Teamwork
- Good Communication
- Time Management
- Planning and organization
- Confident & Positive Attitude.

## Language

English, Hindi, Arabic,

## Technical Qualifications

(Store Management(Stock Control  
( Packaging  
(Inventory Control  
( Communication Skills  
( Storage Condition  
( Documentation and Record Keeping  
( Training and Compliance  
( Safety and First Aid  
( Data Management/Filing  
Discrepancy Control

## COVID VACCINATION

(FULLY VACCINATED) COVISHIELD

- 1.Dose-26 June 2021
- 2.Dose-26 Sep 2021

## DRIVING LICENCE

DL NUMBER:-BR-2920170092150  
Date of issue :-09/02/2017  
Valid till:-17/01) 2030  
Vehicle type:-LMV-NT, MCWG

- Responsible for receiving, checking and issuing the structural, mechanical, instrumentation and equipment spare parts required by operation department.
- 2.Prepare SRV (Store Receipt Voucher) against purchase orders and SDR (Supply Discrepancy) if any material discrepancy found against PO and packing list / invoice.
- 3.MESC (Material Equipment Standardization Code) number to be marked each piece of material for proper identification.
- 4.Small items to be binned in a Sequence and bulk items to be located at pallet racks.Location numbers to be marked in SRV for inputting in computer.
- 5.Identify any damages during the course of the inspection process and generate the Overage Damage Shortage Report (OSDR) for forwarding Procurement department as well as the concerned official.
- 6.Doing all types of Materials transferring from store to store physically.
- 7.Doing manual checking of Stock.Attending stock checkers and auditors.Attending all types of queries from inputting in computer.
- 8.Doing manual checking of Stock.Attending stock checkers and auditors.Attending all types of queries from inputting in computer.
- 9.Attending all types of queries from procurement, inspection and operation departments. Assigns and checks work of subordinates.
- 10.Supervises the training of new employees.
- 11.Generate daily and weekly reports on the material received status, OSDR's Inventory status as well as material Requisition status and forward it to the respective Engineers as well as the corporate office.
- 12.Provide Input on all the material requisition notes on the availability of the same on site.

STORE KEEPER ( Urbacon Trading And Contracting Ucc, ) 14  
September 2011 to 10 April 2017

3.Project Lusail Office Tower. Mall of Qatar Tower 26.Sheraton Hotel Villa  
Bharia Town.

- To receive material as per PO & enter the detail in the computer.
- Prepare Material receive Note(MRN) & submitted to the account department
- Placing order for material purchase to planning department.
- Follow up suppliers for on time delivery at required location.
- Dealing with all kind of cash purchase transaction.
- Arrangement of vehicle for delivery.
- Keeping records regarding all kind of store related activities and cash transaction.
- Dealing with supplier and customers for payment and receipt related matters.
- Site visit and random checking of materials and giving proper instruction for good arrangements and record keeping.
- Day to day recording of store activities regarding issue of materials to different Projects and Customers and receipt of materials from different Suppliers.

- Follow up the suppliers for the delivery of materials on time as per the requirements and demands on different sites and inter-companies
- Controlling stock, supervision of sub-ordinates,
- Controlling stock, supervision of sub-ordinates,
- To Receive the Material and Check Materials as per our LPO with regard specification brand U/M, Qty, & U/Price then entered details in the computer.
- To keep the Material in the right place and in prescribed Manner
- After receiving prepare GRV/SRV, take approved from Store Manager/Project Manager & submit to the same day along with the DO/packing list/certificate of Origin with LPO & necessary supporting documents to account department.
- To Issue the material against material requisition & Sign the proper Authorization Person. And approved by PM/CM/SM/OM
- To Maintenance up to date and correct records Physical Storage and Financial Accounts.
- To Preserve the Material for Maintaining their Original value Quality
- Review & supervision of store works & providing proper guidance
- Making careful recommendations after each assignment, suggesting.
- More efficient systems, identifying the strength & weaknesses & giving advance warning of potential breaches of corporate strategies;
- Checking current stock position of all kinds of materials (hardware, electrical mechanical, plumbing, painting, false ceiling stationery, printed items, electronic, miscellaneous) and giving proper instructions and guideline.
- Placing purchase orders to purchase department to fulfill the order level of different kind of materials on the basis of consumption report and planning report for a particular period.
- Follow up the suppliers for the delivery of materials on time as per the requirements and demands on different sites and inter-companies.
- Reducing the value of different kind of dead/slow moving items by co-coordinating with inter companies, projects /sites and maintenance department personnel.
- Arranging the supply of all kind of materials, furniture and fitting: refrigerators, washing machine, air-conditioner and other materials from group store to different sites, offices, and accommodations at different location in UAE/Qatar
- Making management information reports regarding all kind of store related activities at the end of every month or as and when required.

**STORE KEEPER ( Bin Omran Trading And Contacting,) 11 May 2017 to 30 March 2020**

**4.Project - Al Bayat Stadium Doha Qatar**

- To always maintain filling system and stock record as per company procedure to submitted daily system updating report &

monthly closing report To attend all correspondence E-mail, Telephone & Fax.

- To take all step necessary to ensure safety rules & security in store

To maintain inventory records

- To maintain proper relation with all concerned authority for official store material related.
- Responsibilities for getting them inspected by the expert and obtaining the Necessary Certificate.
- For every theft pilferage damage and spoilage in the store
- Store verification is Essential for Purpose of Valuation
- Reads production schedule, stock movement, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Raise Purchase Requisition for the Store materials on the base of Projects and Customers, after proper approval forward to Head Office Purchase Dept. for Local Purchase Order.
- Follow supplier for the delivery of materials, necessary Delivery Order and Invoice on time.
- Receives materials from supplier as per the Local Purchase Order, make necessary entry in computer, documentation for the received materials.
- Receive Import materials from supplier and make necessary entry.
- Responsible for notification of Substandard / duplicate materials, intimate the same to department head and purchase depart on top priority.
- Forward Goods Receipt Voucher along with the necessary supporting documents to Account Dept. for further process, related to supplier payment.
- Day to day recording of store activities regarding issue of materials to different Projects and Customers and receipt of materials from different Suppliers.
- Prepare stock report and summary at the end of every month, and submit to Group Stores Dept., Accounts Dept. and concern Department and Divisional Heads.

## EDUCATION

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**Graduate (Degree) Bachelor of Science (B.Sc)**

2003

Jai Prakash University, Chpara, India

**1 Year Diploma in Material Management**

2005

**Advanced Diploma in Computer Application**

2006

**Diploma in Industrial Safety Management**

1999

## PERSONAL DETAILS

Nationality : Indian  
Date of Birth : 18<sup>th</sup> Jan 1980  
Gender : Male  
Marital status : Married  
Languages known : English, Hindi, Urdu, Bengali and Arabic  
Passport No. : M3245131  
Passport Issue Date : 13- November -2014  
Pass Port Expiry : 12- November -2024 (Issued In Doha)  
Permanent Address : 5/H/26 Bhukalish Road Kolkata 700023



شركة اركيرودون للإنشاء (لما وراء البحار) اس ايه  
أبوظبي

**ARCHIRODON CONSTRUCTION (OVERSEAS) CO. S. A.**

**ABU DHABI**

06-Jan-2010

### SERVICE CERTIFICATE

Name : Mr. SK. Azad Ali  
Nationality : Indian  
Passport No : M 3245131  
Profession : Store Keeper  
Code No. : 43125

This is to certify that captioned individual has worked with our company from 23-Mar-2007 to 05-Jan-2010

This certificate is issued upon his request at the time of his departure from our company.

**For Archirodon Construction (Overseas) Co. S.A.**



**Nicolaos Lyras**  
Project director



Date : 05<sup>th</sup> January 2011

## SERVICE CERTIFICATE

Name : Mr. SK AZAD ALI  
Employee No. : 45109  
Designation : Store Keeper  
Passport No. : F 2022182  
Period of Service : From : 29-03-2010  
To : 05-01-2011  
Salary per month : Basic : OMR. 168/- Per Month  
Over time : At Actual  
Total Salary : OMR 168/- Per Month  
Productivity : Satisfactory  
Conduct : Satisfactory  
Reason for leaving : Completion of Project  
Remarks : Worked at Stem Projects

**For Dodsal Engineering & Construction LLC.**

  
**SAILESH SAMPAT**  
MANAGER -HR



**Company Seal**



UrbaCon Trading & Contracting  
أورباكون للتجارة والمقاولات

E#: 100287

## EXPERIENCE CERTIFICATE

*To Whom It May Concern:*

*This is to certify that **Mr. Shk. Azad Ali, Indian National**, was working with us as "**Storekeeper**" from **14-Sep-2011 to 10-April -2017**.*

*This certification is being issued upon request of the above employee without any responsibilities on the company.*

*The management of UCC wishes him good luck for his future endeavor.*

*Issued this, 9-Apr-17, Doha Qatar.*

*Ahmed Saad Abdelhamid Elzeftawy*  
*Chief Human Resources Officer*







BIN OMRAN • بن عمران

TRADING & CONTRACTING L.L.C. للتجارة والتكليف

Date: 12 April 2017

Ref: CAO/JO/MDH/019/2017

### Employment Offer

Dear Mr. SK Azad Ali,

We are pleased to offer you employment at **Bin Omran Trading & Contracting W.L.L** as per the following terms and conditions:

1. **Position** : Store Keeper
2. **Remuneration Package**
  - Basic Salary : QAR. 3,000/-
  - Housing Allowance : QAR. 2,000/-
  - Mobile Allowance : QAR. 200/-**Total Monthly Salary : QAR. 5,200/-**
3. **Transportation** : Provided by Company (Shared)
4. **Contract Type** : Unlimited.
5. **Marital Status** : Single Status
6. **Duty Cycle** : 6 + 1 (1 day off)
7. **Medical Coverage** : Group Medical Insurance Plan, as per eligibility.
8. **Probation Period** : **Six Months**; starts from the date of joining.
9. **Annual Vacation** : 30 paid Calendar days per year
10. **Annual Leave Air Ticket** : Yearly Flight Allowance Doha - Cochin - Doha (Economy Class).
11. **Starting Date** :
12. **Validity of the offer** : 3 days (from date of receipt)
13. **Offer Type** : Local
14. **Band** : 06

Kindly note that the information contained in this offer is private and confidential. Disclosure of this information by you to any other party will result in the termination and revocation of the offer.  
This offer is contingent on:

- Obtaining required work permits and approvals from Qatar's Labour and Immigration Authorities.
- Passing the medical examination at the Qatar's Ministry of Health Medical commission.

Sincerely,

**Jabr Georges Karam**  
**Chief Administration Officer (CAO)**

Accepted on: \_\_\_\_\_

By: SK Azad Ali



# JAI PRAKASH VISHWAVIDYALAYA ( UNIVERSITY ), CHAPRA

( EXAMINATION DEPARTMENT )

ORIGINAL

S/III/02322603

The following are the marks obtained by **SK. AZAD ALI** Roll No: **256336 H** Registration No: **35401450/99**

of **Daroga Prasad Rai Degree College, Siwan** at the Bachelor of Science ( **MATHEMATICS** Hons.) Part III Examination 2002 held in the Month of June 2003

Subject and Paper	Language Composition Part - I		Subsidiary Subject Part - I		Language Composition Part - II		Subsidiary Subject Part - II		Marks obtained in Honours				General Studies		Minimum Marks For First Class - 480 Second Class - 360	Class %	Remark									
	Non Hindi		CH		Non Hindi		CH		Part - I		Part - II		Part - III													
	Hn	NH Tot	PH	CH	Hn	NH Tot	PH	CH	Paper I & II	Paper III & IV	Paper V	Paper VI	Paper VII	Paper VIII												
Full Marks	100	50	100	100	100	50	100	100	25	200	50	200	100	300	100	400	800	100								
Pass Marks	33	15	33	33	33	15	33	33	10	90	23	90	45	135	45	180	360	33								
Marks Obtained	27	30	57	40	22	37	20	35	18	53	39	21	41	20	128	128	136	60	66	55	59	240	504	63	First	63.0

Rs. 50/- Date: 16 NOV 2003 Asstt. Incharge *Shris* Tabulator(s) Controller of Examinations





0109652

# INTERNATIONAL COUNCIL FOR MANAGEMENT STUDIES CHENNAI

## STATEMENT OF MARKS

NAME: SK. AZAD ALI

ROLL No. : DMM04/0167

### JULY 2005 EXAMINATION DIPLOMA IN MATERIALS MANAGEMENT

PAPERS	MAXIMUM MARKS	MARKS OBTAINED	REMARKS
Semester - I			
I ELEMENTS OF MANAGEMENT	100	67	PASS
II ORGANISATIONAL BEHAVIOUR	100	71	PASS
III BASICS OF ACCOUNTING & FINANCE	100	70	PASS
IV BASICS OF COMPUTER	100	76	PASS
Semester - II			
V PURCHASE MANAGEMENT - I	100	68	PASS
VI PURCHASE MANAGEMENT - II	100	65	PASS
VII STORE & MATERIALS MANAGEMENT	100	61	PASS
VIII INVENTORY MANAGEMENT	100	69	PASS

Pass Mark 40% in each paper

First Class 60% &amp; above

Second Class 40% &amp; above but less than 60%

N/A. Not Applicable

Marks Entered by.

Marks Compared by

Asst. Director (Examination)

Date 25 SEPTEMBER 2005

Seal





निष्कर्ष / OBSERVATION

विशेष सेवा / MISCELLANEOUS SERVICE

पिता / कायूनी अभिभावक का नाम / Name of Father / Legal Guardian

**MOHAMMAD DIN**

माता का नाम / Name of Mother

**IMBANO KHATOON**

पति या पत्नी का नाम / Name of Spouse

पता / Address

**5/H/26, BHUKAILASH ROAD**

**EKBALPORE**

**KOLKATA-23**

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

**F2022182 12/04/2005 KOLKATA**

फाइल नं. / File No.

**QATDP4983814 OLD PPT CLD AND RETURNED**



Ministry of Health & Family Welfare  
Government of India

## Final Certificate for COVID-19 Vaccination

### Beneficiary Details

Beneficiary Name / लाभार्थी का नाम	Azad Ali Sk
Age / उम्र	41
Gender / लिंग	Male
ID Verified / पहचान पत्र सत्यापित	Passport # M3245131
Unique Health ID (UHID)	
Beneficiary Reference ID	5103536595360

### Vaccination Details

Vaccine Name / वैक्सीन का नाम	COVISHIELD
Date of 1 <sup>st</sup> Dose / पहली खुराक की तारीख	26 Jun 2021 (Batch no. 4121MC012)
Date of 2 <sup>nd</sup> Dose / दूसरी खुराक की तारीख	21 Sep 2021 (Batch no. 4121MC089)
Vaccinated by / टीका लगाने वाले का नाम	Khajanchi kumari
Vaccination at / टीकाकरण का स्थान	Adarsh V.M. Madhay Vidhalay, Siwan, Bihar



“दवाई भी और कड़ाई भी।

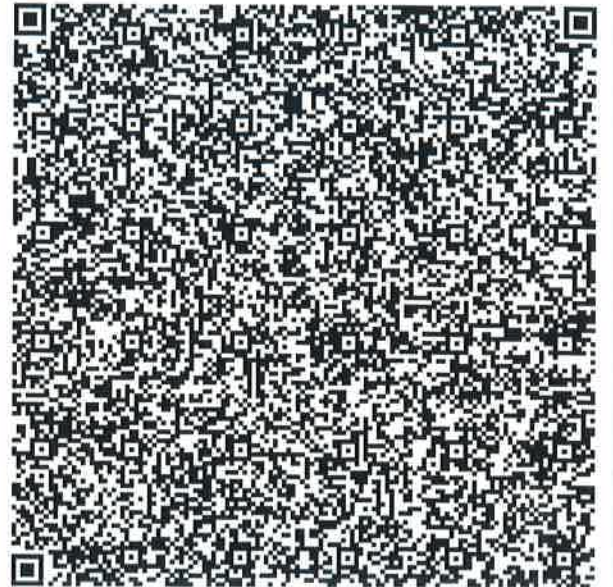
Together, India will defeat  
COVID-19”

- प्रधानमंत्री नरेंद्र मोदी

In case of any adverse events, kindly contact the nearest Public Health Center/  
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

टीकाकरण पश्चात किसी प्रतिकूल घटना के होने पर नज़दीकी स्वास्थ्य केंद्र/स्वास्थ्य कर्मी/जिला टीकाकरण  
अधिकारी/राज्य हेल्प लाइन 1075 पर सम्पर्क करें

**COWIN**  
Winning Over COVID



This certificate can be verified by scanning the QR code at  
<http://verify.cowin.gov.in>