

Md Shohan Miah

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COVER LETTER – MATERIAL COORDINATOR

Dear Hiring Manager,

I am excited to be applying for the Material Coordinator position at your corporation. I have more than five years of experience in the field of materials management and I am confident that I have the skills and qualifications that would make me the perfect candidate for this role.

I have a proven track record of being able to effectively manage inventory and coordinate the flow of materials within a manufacturing setting. I am proactive and detail-oriented, and I have a strong ability to think strategically in order to identify and resolve problems. I am also comfortable working in a fast-paced environment and I thrive under pressure.

Most importantly, I have a passion for working with people and I enjoy collaborating with my team to achieve common goals. I am confident that I would be a valuable asset to your corporation and I look forward to the opportunity to discuss my qualifications in further detail.

Thank you for your time and consideration. I am attaching my resume for your review and I look forward to hearing from you soon.

Sincerely,

Md Shohan Miah

**Email**

jaemonkhan31@gmail.com /
shohan@alrobaya.com

Address

Abqaiq, Dammam, SAUDI ARABIA.

Phone

+966570047176

Date Of Birth

Feb 4, 1993

Nationality

Bangladesh

LinkedIn Profile

<https://www.linkedin.com/in/md-shohan-miah-b910b2254/>

Skills

Inventory Management.

ERP and SAP Works.

Shipping Receiving

Forklift Operating.

Car Driving.

Document controller.

Microsoft, Office, Suite, Excel,
Outlook, Word, Access, Power
Point.

Languages

English Advanced

Hindi Advanced

Arabic Advanced

Bangla Native

Md Shohan Miah

Material Coordinator

Dedicated and detail-oriented material coordinator with 5+ years' experience in managing inventory, optimizing workflow, and maintaining safety standards. Proven track record of increasing efficacy and reducing costs.

Experience

Material Coordinator

AL-ROBAYA LIMITED CO.

Pipeline Rehabilitation Phase-VII (UA-6 Project) SAUDI ARAMCO.
From-2021 to Present.

Material Coordinator

AL-ROBAYA LIMITED CO.

Onshore Maintain Potential Program Project– Zone SA-2, SAUDI ARAMCO.
From- 2017 to 2021.

- Monitoring inventory levels of materials to ensure that they are adequate to meet demand.
- Coordinating with vendors to arrange delivery of materials to the job site.
- Communicating with construction supervisors and project managers about any delays in deliveries or other issues that may impact the project schedule.
- Assigning materials to work crews for use in construction projects, such as lumber for framing or sheetrock for walls.
- Communicating with architects or engineers about material requirements for specific projects.
- Maintaining records of all materials used on a project, including information about supplier deliveries and costs.
- Ordering materials from suppliers when necessary to meet deadlines or ensure sufficient supply.
- Coordinating with shipping companies to arrange delivery of materials to the job site.
- Providing materials to workers onsite who are performing construction tasks, such as bricklayers or carpenters.

Education

12th Standard, Higher Secondary Certificate

Narsingdi Gov. College & University Narsingdi, Dhaka, Bangladesh.
Accounting Dept. Passing of Year: 2016

10th Standard, Secondary School Certificate

Al- Hajj Buzlul Haque J.M. High School Narsingdi, Dhaka, Bangladesh
Accounting Dept. Passing of Year: 2014