

CURRICULUM VITAE

SHAJAR ABBAS

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EDUCATION

Master of Commerce
(M.Com.)

LANGUAGE

- English
- Hindi
- Urdu
- Arabic

SOFTWARE

- MS Software
- Citrix Meta Frame XP
- E-Bizz frame ERP Software (Oracle Base)
- Zoho Books

AREA OF EXPERTISE

- Coordinating Materials
- Order Management
- Inventory Control
- Transporting Material
- Verify Materials

PEOPLE SUMMARY

more than 11 Years of experience as a professional

As a Material Coordinator, I will mainly be responsible for organizing and handling all material at the company. **I have the organizational skills necessary to succeed in this position and benefit the business.** Presently looking to join a company that rewards effort and initiative, at the same time providing plenty of progression and development opportunity to its employee.

WORK EXPERIENCE

Company Name: American Techno Controls Branch (ATC) Al Khobar K.S.A.

Warehouse Manager

September 2022 – Present

Job Responsibilities

- Manage and monitor of the day-to-day warehouse operation.
- Proceed with write-off of damage and expired goods based on approval from supplier, business unit and management.
- Submit monthly report to Head of the Procurement Manager
- Feed all Invoices related to customer
- Processed Purchase Order and other purchasing document
- Coordinate all supplier for material, deliveries and invoices
- Assisted with accurate inventory of stock in storage location, by doing cycle bin to bin count, movement type etc.
- Planed and procured production material for open job order with a materials requirement planning (MRP) system.
- Worked on customer order to expedite and resolve any delivery related issues.

SKILLS

- Document tracking
- Project Coordination
- Database Management
- Customer Relationship
- Team Training
- Quick learner of new software applications
- Invoice Management
- Financial Administration

Company Name: **Arabian Building Support and Rehabilitation Co. Ltd. (ABSAR) Al Khobar K.S.A.**

Warehouse Co-Ordinator / Cost Controller

August 2011 - August 2022.

Job Responsibilities

- Creating a storage system for inventory that's orderly and accessible and includes identifying information.
- To develop and implement processes related to material control and management.
- Processed purchase requisition, purchase order and other purchasing documents.
- Feed all invoices of Sub-Contractor and project expenses.
- To organize, update and improve the overall workflow of information and documentation within the company.
- Coordinate all suppliers for material, deliveries and invoices.
- Assisted with accurate inventory of stock in storage location, by doing cycle count, bin to bin count, movement type, material overview and stock transfer order.
- Managing inventory control using various industry software programs and running daily shipping and receiving reports.
- Reviewing vendor pricing on a consistent basis to ensure the company is receiving the best available pricing for each item.
- Track raw material stock shortage on weekly basis. Prepare & Issuance of Purchase Order thru PIMS system.

Personal Information

- Date of Birth : 9th May 1985
- Marital Status : Married
- Nationality : Indian

DECLARATION

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Shajar Abbas