

K. AZARUDEEN

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~ PROFILE SUMMARY ~

Over 10 years of experience in the field of Material & production planner, storekeeper, document controller and material coordinator.

Seeking a challenging career with distinctive organization, having an operation that provides a meditative work environment as well as an opportunity for career advancement in order to increase, enhance, broaden and properly utilize my qualification and acquired experience.

Production Planner Overview

- Managing overall Manufacturing & Galvanizing Department; planning day-to-day strategies, production schedules along with resource allocation for optimum output.
- Identifying scope for planning, implementing & monitoring technological changes to enhance productivity.
- Leading, motivating & monitoring the performance of team members to ensure efficiency in process operations.
- Develop and maintain status information that provides accurate analysis of raw material, work in process, and unreleased work.

Worked as Material Planner, (Structural Steel Estimate Material Planning Control) ZAMIL STEEL Dammam, Saudi Arabia (SEP 2020 – DEC 2023)

- Coordinating with project management, Purchasing & Engineering Department.
- Managed Material inventory and delivery schedule.
- Maintain PR&PO information in ERP system (including quantity and delivery dates)
- Optimize inventory levels at warehouses.
- Ensuring Material meet specifications, quality standards, and are cost efficient.
- Preparing the cost estimates and performance report.
- Preparing the Material order confirmation request.

Worked as Production Planner, (Towers & Galvanizing Prod Planning Control) ZAMIL STEEL Dammam, Saudi Arabia (SEP 2016 – AUG 2020)

- Coordinating with project management.
- Responsible for achieving the monthly targets, preparing the overall schedule.
- Monitoring and updating daily production activities
- Structure & Group creating.
- Worksheet Transfer to ERP.
- In charge for raw materials receiving both tower & Structure Beams from store
- Generate the worksheet & Protocol Preparation.
- WIP update-shipment confirmation
- Releasing the New Phases or New Job creating the CIF
- WIP update-shipment confirmation

**Worked as Store Keeper,
(Towers & Galvanizing Production Dept),
ZAMIL STEEL Dammam, Saudi Arabia (JAN 2015 – AUG 2016)**

- Lead the team for effective management of store operation in receiving, inspection, storage, and issuance transfer of items as per company policy.
- Creating the Purchase request & Purchase Order
- Taking physical inventory once a month to cross check with the Monthly inventory report.
- Generate Materials received report on a timely basis. Input production data according to purchase order in computerized inventory system.
- Maintenance and monitoring of order level.
- Maintain inventory control systems and procedures.
- Overlook the receiving, warehousing and distribution operations.

**Worked as Document controller,
(Towers & Galvanizing Manufacturing Dept)
ZAMIL STEEL Dammam, Saudi Arabia (SEP 2013 – DEC 2014)**

- Maintain documentation and keep accurate records of movements of goods manufacturing activities.
- Data Entry work of both shift production.
- Prepare the financial report & shipment Report in all over company
- Ensure that all the relevant project documentation are registered/maintained in the electronic document management system (EDMS).
- Preparation reports & entering data in system

**Worked as Material Coordinator,
(Najran PKG # 1),
ARAMCO PKG #1, Saudi Arabia (JULY 2012 – AUG 2013)**

- Receive incoming materials to support engineering departments from outside vendors and the central warehouse of applied materials.
- Check and track materials through different data bases such as wip track and excel computer applications working knowledge of Microsoft office and oracle.
- Timely receipt of materials in and out.
- Provided support to maintenance activities.
- Inspected conditions of properly received
- Developed a database that tracks inventories of the supply for transfer warehouse
- Maintaining records of all executed works on day-to-day basis.

**Worked as Server MGT,
(SUN Direct Television),
SUN DIRECT TELEVISION PRIVATE LTD, CHENNAI (2011 – 2012 JUNE)**

- Maintained company servers, computers, printers, cables and other equipment
- Managed switches, routers, firewall and server equipment
- Diagnosed network problems involving a combination of hardware, software, power and communications issues.

skills

- Wide Knowledge in Microsoft Office – Excel, Word & Power Point.
- Data Organization and storage knowledge.
- Proficient Typing Knowledge.
- Working Knowledge in Galvanizing Process.
- Material Receiving & Dispatch Daily Monitoring.
- Working Knowledge in Enterprise Resource planning (ERP).
- Working Knowledge in Apex In house system.

Academic Credentials

Course Details	Year of completion	Class
BSc IT. INFORMATION TECHNOLOGY	April 2010	A+

CERTIFICATE COURSES

1. Diploma in Fire & Safety Engineering - Kochi.
2. Completed Fire & Safety Firefighting training programmer - Chennai.
3. Completed Basic Life support & First Aid practical – Chennai.
4. Diploma Computer & Pc installation.

Personal Dossier

Date of Birth : 07 March 1989
Status : Married
Nationality : Indian
Passport No : S7947308
Language : English, Arabic & Tamil
Driving License : KSA and India (Light Vehicles)

DECLARATION:

I hereby declare that the above given information's are true to the best of my knowledge and belief. If I am selected in your concern, I will do my job to the fullest satisfaction of my superiors.

Date:

Yours Faithfully,

Place: Dammam

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