


PERSONAL RESUME

BASIC DATA				
Objective	Procurement Buyer			
Name	Mohammad Shahzad	Gender	male	
Mobile		Email	Shahzad20004@yahoo.com	
Date of Birth	1978.01	Nationality	Indian	
Height	174 cm	Weight	79kg	
Years of Working	17	Current Position	Material Manager	
EDUCATION BACKGROUND				
Month&Year	University		Major & Degree	
1999.06-2002.06	Patna University		Bachelor in Social Science	
01.2009	National Institute of Labor Management Chennai India		Diploma in material Management.	
WORK TRAINING				
Month&Year	Training Content			
05.2008	Sap Training SC 10 Material Warehousing			
10.2018	Health and Safety Auditor Course OHSAS 18001			
WORK EXPERIENCE				
Month&Year	company	Position	Description in detail	
2016.01- Till Date	Arcon project Pvt Ltd India	Manager Materials	<ul style="list-style-type: none"> •Preparing Quotations as per Indent received from different Sites •Monitoring Daily materials Inventory of different sites •Preparing purchase order. Tracking orders for delivery of materials. •Daily cost report and min - max reports• • Visiting Sites for Proper Records of materials and Storage Supervising On site store in charge • Preparing Budget for capital equipment. Working on yearly budgetary items and preparing the same as per operational requirement. 	

<p>2013.11-2016.01</p>	<p>Jindal Drilling and Industries Ltd.(Working for ONGC India Rig Jindal Star)</p>	<p>Materials Coordinator</p>	<ul style="list-style-type: none"> • Maintaining maximum and minimum quantity of parts as per present operation. • Procurement, warehousing and receiving/ issuing/ packing/ transportation. • Achieving cost reduction in yearly procurement of spares and Cost & Schedule Monitoring of projects and individual items. • Preparation of daily/Quarterly cost report • Doing cyclical inventory. • Making orders of different parts as per requirement and coordinate with technical hands for good supply of parts • Making import papers and invoice for sending materials outside India. • Communicating with different vendor for better price and quality of the goods and on time delivery • Making Cargo manifest of Backload materials by boat. • Using Microsoft Navision ERP System for Purchase requisition, receiving parts, controlling inventory, issuing parts to deferent department tracking parts Monitoring cost Preparing Budget for capital equipment. Working on yearly budgetary items and preparing the same as per operational requirement. • Preparing Discrepancy report for wrong and Missing Materials • Preparing Goods transfer reports. •
<p>2002.03-2005.06</p>	<p>Jindal Drilling and Industries Ltd.(Working with Noble drilling for ONGC india Rig Noble Ed holt)</p>	<p>Materials Coordinator</p>	<ul style="list-style-type: none"> • Maintaining maximum and minimum quantity of parts as per present operation. • Procurement, warehousing and receiving/ issuing/ packing/ transportation. • Achieving cost reduction in yearly procurement of spares and Cost & Schedule Monitoring of projects and individual items. • Preparation of daily/Quarterly cost report • Doing cyclical inventory. • Making orders of different parts as per requirement and coordinate with technical hands for good supply of parts • Making import papers and invoice for sending materials outside India. • Communicating with different vendor for better price and quality of the goods and on time delivery • Making Cargo manifest of Backload materials by boat. • Using NICS Data based System for Material requisition, receiving parts, controlling inventory, issuing parts to deferent department tracking parts, Monitoring cost Preparing Budget for capital equipment. Working on yearly budgetary items and preparing the same as per operational requirement. • Preparing Discrepancy report for wrong and Missing Materials • Preparing Goods transfer reports.

2005 06-2013.11	Jindal Drilling and Industries Ltd.(Working with Noble drilling for ONGC india Rig Noble Charlie Yester)	Materials Coordinator	<ul style="list-style-type: none"> • Maintaining maximum and minimum quantity of parts as per present operation. • Procurement, warehousing and receiving/ issuing/ packing/ transportation. • Achieving cost reduction in yearly procurement of spares and Cost & Schedule Monitoring of projects and individual items. • Preparation of daily/Quarterly cost report • Doing cyclical inventory. • Making orders of different parts as per requirement and coordinate with technical hands for good supply of parts • Making import papers and invoice for sending materials outside India. • Communicating with different vendor for better price and quality of the goods and on time delivery • Making Cargo manifest of Backload materials by boat. • Using SAP SCM System for Material requisition, receiving parts, controlling inventory, issuing parts to deferent department tracking parts, Monitoring cost Preparing Budget for capital equipment. Working on yearly budgetary items and preparing the same as per operational requirement. • Preparing Discrepancy report for wrong and Missing Materials • Preparing Goods transfer reports.
-----------------	--	-----------------------	--

WORK ACHIEVEMENT

1	Utilize my skill in the field of material management enhancing the company's productivity and reputation as well as personal growth. Hard working and dedicated professional want to meet challenges posed in the industry and to contribute towards the growth of the organization along with self-motivation
2	14 years I worked with one of pioneer drilling company save time of shut using my skill of communication and knowledge to Maintain Critical items inventory and provide parts from other rigs and supplier when needed urgently.
3	Worked at Lamprell shipyards on new rig project and Successfully done.

Roll..... 3345
Reg. No..... 1604/28

1850

PATNA UNIVERSITY



PROVISIONAL CERTIFICATE

I certify that Mohammad Shahzad

passed the B.A. Honours Examination

of the University held in the month of July 2001
and was placed in the Second Class in Biology.

Dated Patna the 03.10.2002

Hijla
Dy. Registrar
[Signature]

F. U. Press—J. NO. 69—500 / —9-8-2002



National Institute of Labour Education & Management

The Board of Academic & Executive Council of
National Institute of Labour Education & Management
hereby Certifies that

MOHAMMAD SHAHZAD

having undergone

**THE SIX MONTHS DIPLOMA PROGRAMME IN
MATERIALS MANAGEMENT**

with Registration No. MMT30/2551 has been declared
passed in FIRST class in the prescribed examination
held in APRIL 2009 conducted by the Institute.

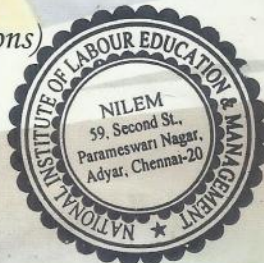
In testimony whereof the said Diploma is awarded in

the year 2009

[Signature]
Asst. Registrar (Examinations)

Date : 5th JUNE 2009

Chennai



[Signature]
Director

Attachment 3 : Sap Training Certificate

Certificate Of Accomplishment

Awarded To

Md Shahzad

FOR SATISFACTORILY COMPLETING

SAP SC-10 Materials Warehousing

May 30, 2008

DATE



Frank K. Row
NOBLE DRILLING

Attachment 4 : Certificate in Occupational Health & Safety

Certificate of Completion

*This is to certify that Mohammad Shahzad
successfully completed 2.5 hours of Complete
Health and Safety Auditor Course. OHSAS 18001.
online course on Oct. 17, 2018*

Cristian Vlad Lupa

Cristian Vlad Lupa, Instructor

&



Certificate no: UC-4YUC2SM0
Certificate url: ude.my/UC-4YUC2SM0

#BeAble

