**MOHAMMAD TAUQUEER**

H.NO-485 Road No# 01(Kopali Road),

P.O. & P.S.:- (Azadnagar), Mango,

Jamshedpur-831012

Jharkhand (INDIA)

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**Mobile: +91 9006055180 / +91 9031321445/ +91 9006055180 (Whats App)**

**POSITION APPLIED FOR: (MATERIAL COORDINATOR)**Reply to:

**TECHNICAL & ACADEMIC QUALIFICATIONS:**

* Passed **Matriculation** in 2003.
* Completed **Diploma** in **Mechanical Engineering** in 2006.
* Completed **Degree** in **Mechanical Engineering** in 2009.
* Completed **MBA** in **Supply Chain Management** in 2018.
* Completed one year Diploma in **Mechanical draughtsman** in2006, **Civil draughtsman** in2006 and **Industrial Safety** in2007.
* Completed **NIOSH** in 2008.

**CAREER PROFILES**

**TOTAL EXPERIENCE: - 14 YEARS (SHUTDOWN: 30), Gulf: 8 Years**

***In India***

* Worked in **DAS OFFSHORE ENGG. PVT. LTD.** as a **MATERIAL COORDINATOR/ RIG CLERK** from 22nd December 2009 to 04th June 2013.

*In* ***Gulf (Qatar)***

* Worked in **QATAR PETROLEUM (S) COMPANY,** Mesaieed Qatar as a **MATERIAL COORDINATOR/SHIPPING & LOGISTICS COORDINATOR** from 15th July 2013 to 04th April 2020.

***In India***

* Worked in **INDIAN OIL CORPORATION LIMITED, Barauni Refinery** through **Amit Engineering** as a **MATERIAL COORDINATOR** from 30th July 2020 to 14th July 2022.

*In* ***Gulf (Kuwait)***

* Worked in **HEISCO** for the project of **KNPC, Kuwait** as a **MATERIAL COORDINATOR** from 24th July 2022 to 10th October 2022.

*In* ***Gulf (UAE)***

* Attended a shutdownfor **Process Plant Borouge 1 - Ruwais, UAE** as a **MATERIAL COORDINATOR** from 14th October 2022 to 19th December 2022.

*In* ***India (India)***

* Working in **Haldia Petrochemical Limited (West Bengal)** as a **MATERIAL COORDINATOR** from 24th December 2022 to till continues in service.

***TRAINING ATTENDED***

1. Permit to Work course-Valid Until: 14 April 2021 2) Process Safety Management Awareness 3) Safe Working at Height Certification-Valid Until: March 24, 2021 4) Heat Stress Management 5) Safe Electric Overhead Travelling Crane Operation & Operator Certification-Valid Until-24th February-2023 6) Handling of Chemicals & Hazardous Materials 7) Fire Fighting Basic. 8) Emergency Planning & Response. 9) Basic Fire Extinguisher & Building Marshal 10) Confined Space Course-Valid Until: 6th February 2022 11) Authorized Gas Tester Course-Valid Until: 1st May 2021 12) Lock-out Tag-out Course-Valid Until: 14th May 2021 13) First Aid Course 14) H2S Training valid till 30th June 2021.

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**JOB RESPONSIBILITIES**

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***MATERIAL COORDINATOR:-***

* Arranging for the dispatch and delivery of the materials and goods.
* I am using the software, MS Office, VMI, JIT & RM, SAP, ERP Oracle, SharePoint & AutoCAD.
* Having SAP Experience.
* Making sure that material and equipment have the necessary certification.
* Ensuring that relevant stores/ware house/yard personnel are aware of deliveries and that they allocate space for goods on arrival.
* Chasing up supplier to ensure goods and materials are delivered on time to meet business needs.
* Maintaining the materials management system.
* Preparing reports on materials receipt and delivery and on the performance of suppliers.
* Acting as a focal point for suppliers and internal departments for questions about materials scheduling, problems, and the like.
* Prepare material requirements as directed by shift supervisor.
* Coordinate with vendors for arranging materials.
* Keep track on the vessel for loading and offloading the material.
* Verification of all the material dispatch/ receipts, etc.
* Preparation of various inventory reports to meet the management’s and Rig’s daily as well as periodical requirements.
* Ensure that the Material orders, receipts, etc manifests are in order with the actual material.
* Frequent day-to-day contact with shift supervisor for coordinating material planning tasks as directed.

COMPUTER KNOWLEDGE

Knowledge of windows (XP, VISTA,)

MS-Office [Word, Excel, Excel Advance, Power point, Access],

Internet-Browsing, E-mail... and **Auto Cad, SAP, ERP Oracle, SharePoint.**

**Personal Profiles:**

**Name: Mohammad Tauqueer**

**Date of Birth: 04th March 1988**

**Marital status: MARRIED**

**Nationality: INDIAN**

**Languages: ENGLISH, HINDI, URDU**

**Passport Details:**

**Passport no – P0079790**

**Place of issue- DOHA**

**Date of issue - 06/12/2016**

**Date of expiry- 05/12/2026**

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**Date: -**

**Place: -**Jamshedpur, India.