

To : **Human Resources Department**
Subject : **Job Description Reference**
Positions Applied : **Storekeeper**

Greetings!

The attached resume is presented for your consideration regarding the position of **Storekeeper**.

I possess wide proficiency in office functions including document preparation, internal/external communications (*skills*), with extensive experience supporting all levels of a department and working directly with external vendors, I take direction well and can complete a heavy workload and complete projects under minimal supervision.

If you feel there is a mutual interest, I would welcome the opportunity to meet with you to learn more about your company, the requirements of the position, and how my qualifications would be a good fit.

Thank you in advance for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Jishad Ayappally

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Mail : jishadayappally@gmail.com

CAREER OBJECTIVES:

My objective is to embark upon carrier, which can give continuous growth opportunities and enable me to use all my skills, strength, and knowledge towards achieving organizational goals and objectives.

SKILLS & ABILITIES:

Resourceful with healthy impatience, motivating, hard working with excellent communication and presentation skills. Seeking additional responsibility with ability to handle multiple tasks with relative ease. Good at time management and require minimal supervision. Willing to relocate.

COMPUTER LITERACY:

- Tally
- SAP-Business One
- SAP-Hana
- Knowledge in MS-office& Excel

EXPERIENCE:

- **Total Abroad Experience: 7+ Years**

Organization	:	ARABIAN CASTLE
Designation	:	Warehouse Storekeeper
Project	:	King Faisal Air Academy
Experience	:	June 2022 to Present.

Duties & Responsibilities:

- Solely responsible of Material Receiving/Issuing and posting GRN/GI in SAP.
- Solely responsible of inter transfer of materials through STO in SAP.
- Responsible for prepare Purchase Request in SAP for the materials/services after the confirmation of site Engineers.
- Follow-up of LPO with Procurement team for proper and timely receiving of materials.
- Follow-up of materials from the supplier to avoid unnecessary delay of production/progress in the site.
- Ensure QA/QC Engineers has checked the materials and get the proper supportive documents.
- Responsible of maintain and upkeep of various appropriate records of materials received and issued to the Villas.
- Responsible of maintain proper records of Purchase Requests and STO of Materials.
- Schedule and conduct physical inventory recounts and or cycle counts as necessary.
- Assist in the half year and annual Auditing conducted by the Management.
- Develop and execute daily and weekly transport schedules for collect materials from the warehouse or from other sites
- Responsible for the Preparation of petty cash expenses sheet and send to Finance/Administration department duly approved by Project Manager for reimbursement.

Organization : **Katerra Saudi LLC**
Designation : **Store Assistant**
Project : **Saudi Ministry Housing Project**
Experience : **October 2019 to June 2022.**

Duties & Responsibilities:

- Handling inventory system.
- Handling stock taking every month, ordering materials which are short in stock.
- Checking all the assets & tools are properly calibrated and having Third-Party certificates from approved Third-Party as per approved vendor.
- Responsible for all materials related for Civil & MEP department which includes Receiving & issuing into site.
- Requesting the Purchase order for tools, assets, materials and consumables through SAP as per site requirement and material code as mentioned in SAP.
- Ensuring all the requested material is received as requested in purchase order and having approval.
- Checking all the assets & tools are properly calibrated and having Third-Party certificates from approved Third-Party as per client.
- Maintaining the records for all the assets, tools, materials & Consumable's on daily basis through documentation like material cards, issue vouchers, individual personnel registers and updating in SAP.
- Making reports as per daily, weekly, and monthly wise as per management required.

Organization : **Secure Engineering LLC – UAE**
Designation : **Store Assistant**
Project : **Facility Maintenance**
Experience : **April 2015 to August 2019.**

Duties & Responsibilities:

- Responsible for all materials related for Civil, E&I and Mechanical department which includes Receiving & delivery of materials from Client as well as from company.
- Responsible for maintaining the warehouse as per company norms.
- Requesting client materials on basis of scope of work as requested by Site Personnel and Coordinating with client to ensure the proper delivery of material to site.
- Ensuring that material inspection is done with QA/QC team before delivering client material to site.
- Checking the material for any damage or shortage as requested before receiving from client and issuing to site.
- Ensuring material has been safely loaded & transferred to site as per HSE procedures.
- Maintaining all the data related to client materials like material inspection date, requested date from client and delivery date as per client procedure.
- Returning the client material through proper documentation and procedure without any damage or shortage.

- Requesting the Purchase order for tools, assets, materials and consumables through SAP as per site requirement and material code as mentioned in SAP.
- Ensuring all the requested material is received as requested in purchase order and having RAM approval.
- Maintaining the records for all the assets, tools, materials & Consumable's on daily basis through documentation like material cards, issue vouchers, individual personnel registers and updating in SAP.
- Checking all the assets & tools are properly calibrated and having Third-Party certificates from approved Third-Party as per client.
- Requesting renewal for Re-Calibration & third-party certificates in advance in SAP & ensuring it is done on time.
- Creating reservation for all the PPE items, pantry items, etc., in SAP as required.
- Maintaining material inventory, reconciliation as per the company norms in SAP as well as in documents.
- Maintaining Warehouse in proper manner with all the labels of the tools, assets, material & consumables.
- Managing book records like receiving and issuing materials, keeping records up to date.

Ensure all the work activities listed below:

- Material Requisition (MRF).
- Material Issuing Vouchers.
- Material Receipt Vouchers.
- Local Purchase Orders & International Purchase Orders - For Follow Up.
- Fixed Asset Requisition & Receipt.
- Document Transmittal.
- Material Inspection Notification.
- Consumables Consumption Forecasting.
- Maintains Records of Fixed Asset

ACADEMIC CREDENTIALS

- **Secondary School** (Government of Kerala, India)
- **Draftsman Civil** (2009-2011 Central Government of India)

PERSONAL PROFILE

Nationality	:	Indian
Date of Birth	:	21-03-1991
Marital Status	:	Married
Driving License	:	UAE & India
Language Known	:	English, Arabic & Hindi

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.