



# RESUME

**38000086**

Cell # +96658-139xxxx

Nationality: Pakistani. Date of Birth: 20/05/1990

## PERSONAL OBJECTIVE

My primary objective is to contribute to the company's success by ensuring that all phases of work effectively. With years of experience, I have honed my abilities in performing indispensable duties such as regular assessment of equipment and systems, performance appraisal, and prompt intervention to arising problems. This being said, I am confident that I will be an asset to the company.

## SKILLS PROFILE

- Exceptional knowledge of Material Controlling & Warehouse.
- Can Work on SAP System.
- Good knowledge of health and safety standards.
- Familiarity with. Material Preservation.
- Sound knowledge of MS Word & Excel.
- Excellent in Adobe.
- Can rectify Basic Computer/Laptop problems.

## EDUCATIONAL BACKGROUND

Technical Qualification:

**DAE (Diploma of associate engineering) in Mechanical.**

Sindh Board of Technical Education, Karachi. 2008 – 2011

Academic Qualification: Intermediate in Commerce. Karachi.2006-2008

## WORK EXPERIENCE IN KSA

Arkad Engineering & Construction Company Client: Saudi Aramco

**(Material Specialist)** Projects:

Khursaniyah Oil and Gas wells Fadhli Oil and Water Wells

Safaniyah Manifa & Tanajib oil and water wells

January 2017 till Date

### JOB RESPONSIBILITIES

- Responsible for all reconciliation related work and clearing Reconciliation packages.
- Coordinating about material with Saudi Aramco Management Team on daily basis.
- Releasing of Material from Aramco Warehouse via Aramco Material specialist.
- Coordinating with Site Engineers and Managers regarding FMRs/1895 and preceding it further.

- Updating and verifying MRS and MCR on daily basis and sharing updated records with Client.
- Oversee movement and transfer of material.
- Arranging transfer of material inside the company and to other contractors.
- Processing documents (SA-1895, SA-985 and SA-112), and arranging material transfer to Saudi Aramco as per schedule.

## AL-Hakmiah Holding Co LTD (**Mechanical Supervisor & Material Specialist**)

Oct 2014 – Dec 2016

### JOB RESPONSIBILITY

- Responsible for the mechanical maintenance, operations and repair of items.
- Monitoring the quality of work and material used as per project specification.
- Providing efficient solutions to the development of processes.
- Technical discussion with vendors & Client Coordinator with the help of specification.
- Responsible for maintaining all material records.
- Identification of actual progress on weekly and monthly basis.
- Maintaining and verifying Material Collection report (MCR) on daily basis.
- Yearly inventory and reconciliation work.

### WORK EXPERIENCE IN PAKISTAN

Tariq Associates Pvt LTD.

Site Coordinator

2008 - 2014

### JOB RESPONSIBILITY

- Controlling store & coordination with planning manager.
- Responsible for monitoring the work activities.
- Preparation of local Purchase Orders.
- Ensuring all staff members followed safe working practices.
- Reporting any accidents and took appropriate actions promptly.

## REFERENCES

Will be provided if required.