**Material controller specialist**

**Mr. Sali pavithran**

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**Objective**

To obtain a challenging position as a Material controller specialist at a reputed firm, which will allow me to further utilize my existing skills in Supply Chain Management, Procurement and Warehousing and enable me to acquire new abilities with personal dedication.

**Summary**

* Diploma in computer application, NSIC Computer Education, India.
* Proficient with MS Office (Word, Excel, Access, FoxPro, Power point)
* **Proficient with MAXIMO, SAP , IPMS , Stock N Roll , DynMRO & MDCS**

**Education**

BA, English Literature

**Professional Experience (18 Years)**

**Material Controller / 2019 Nov -2023 Dec - K V S P Building Contracting LLC (Dubai).**

* Checking incoming paperwork (correspondence, invoices, etc.) and making copies before distributing.
* Creating or update records with new files and information.
* Creating monthly labour cards, WPS, Quatation, etc.
* Adding monthly bills to accounts and maintaining records and calculation of material stock list.

**Logistics Supervisor / 2018 March - 2019 August - Aramics Courier Services, Cochin, India.**

* Ensure to process order and on-time delivery.
* Plan and arrange logistics required shipment.
* Analyse and log purchase orders commensurate to existing stock availability and reduce shipping cost.
* Oversee and monitor availability of stock to reduce shortages.
* Head team to develop, articulate and maintain logistic process documentation.

**Material controller specialist/ 2016-2018 Jan-KRH ,Kuwait**

* Proficiently evaluate, maintain and implement accurate and standardized material control policies, procedures and processes
* Successfully manage a team of 15 Material Control Coordinators, 20 Warehousemen, 15 Local National subcontractors with no reported safety incidents and 100% on-time task completion
* Effectively develop and track departmental performance metrics, training criteria and continuous process improvement plans to ensure goals and objective are achieved
* Managing and controlling day to day Requisition, receiving issue, shipping, disposition and document Control with high accuracy of operations.
* Monitoring all requisition which are placing for purchase and making sure processing for the approval of each Cost limits on timely manner.
* Checking each Dept. allotted budget to make sure they have fund to request the required materials, if not, pushing forward the request for Top level mgt. approval. Also make sure the customer needs are fulfilled on timely.
* Efficiently manage and assign resources to tasks and projects to ensure accurate work schedules and departmental cross training
* Document all material movements, including receiving, issuing and reporting any shortage, overage or damage materials received
* Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
* Well knowledge about all property procedures, responsibilities, out processing, custodial Hand receipt and sensitive equipment’s
* Maintaining the customer’s bench stock and warehouse ASL (Authorized stock level) stock properly
* Maintaining and controlling Tool Room Operations.
* Develop logistics contingency plans for stocking Spare Parts.
* **Material controller Supervisor/2010- 2015(November) –DynCorp International ,Kandahar**
* Managed the day-to-day receiving operation of the warehouse
* Managed personnel R&R rosters and ensure manpower is enough to handle warehouse mission
* Ensure MHE and NTV assets assigned to the warehouse are PMCS, maintained, and operated accordingly
* Ensure all LCP property is properly controlled and accounted for at all time.
* Establish processes that account and track government assets upon receipt, storage to issue.
* Ensure the warehouse fire extinguishers and smoke detectors are inspected and initialed monthly
* Ensure all MSDSs are maintained and available in the central location. Also will ensure the warehouse is in compliance Ensure reports are submitted accurately and on-time daily/monthly
* Coordinate the use of MHE assets when needed to complete warehouse mission
* Plan and analyzes operational data and reports to ascertain degree of conformity with established polices, work standards, and procedural directives
* Supervises preparation of material control and accounting input for data processing and reviews output documents
* Direct supply personnel in performance of supply, warehousing and inventory control functions
* **Material controller Supervisor / 2005– 2010 Sep- Rak Ceramics (Dubai)**
* Responsible for developing Requisitions based upon the trade’s requests.
* Developing and modifies the Purchase orders for the Commercial Requisitions.
* Responsible for evaluating inventory levels and analyzes any discrepancies
* Responsible for receiving, issuing and transferring all the durable and consumable supplies.
* Coordinating with internal departments as required fulfilling customer orders.
* Ensure that defect-free product is supplied to all customers
* Ensure that all the material is stocked promptly and accurately
* Coordinate with TMDE for tools calibration and repairs.
* Perform or assist with physical inventories on a monthly basis as well as semi-annual basis.
* Comply with all environmental & health and safety regulations and company policies
* Directly responsible for the work efforts and procedures
* Updating Conex Inventory and Master Inventory
* Support the Movement Control Team for the shipments of 600containers

**Personal Details**

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| Sex | **:** | Male |
| Nationality | **:** | India |
| Passport Number | **:** | S 2907297 |
| Expiry Date | **:** | 24/05/2028, ECNR |
| Date of Birth | **:** | 08-Feb-1984 |
| Driver’s License | **:** | India ( LMV) |
| Languages Known | **:** | English, Hindi, Malayalam, Tamil |
| Availability | **:** | Immediate |
| Contact Number | **:** | 0091-8089137169 |