



MUHAMMED BASHEER

MATERIAL SPECIALIST/STORE AND WAREHOUSE OFFICER



Sharjah computer Building 515001,
Sharjah , 515001, United Arab Emirates



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muhammadfaysi@gmail.com

ABOUT ME

Methodical material specialist store and warehouse committed to maintaining accurate stock records and schedules. Diligent and communicative professional with expertise in strategic planning, materials management and quality control. Committed to collaborating with diverse cross-functional teams to maximize employee engagement and meet corporate objectives while supporting hard sales forecasts and inventory planning. Productive Materials Specialist possessing excellent documentation, problem-solving and multitasking abilities. Hardworking individual with 10 years of experience identifying operational requirements, researching new and old materials and assessing usability of materials. In-depth knowledge of supply chain management and materials management protocols and procedures. Precise material specialist / store and warehouse bringing standard methods to measurement and controls systems, data storage and presentation. Generates solutions based on available information and makes timely, safe and ethical decisions. Listens actively and invites dialogue to gain shared understanding and delivers results through realistic planning. Methodological Measurement Technician performs physical testing and quality control responsibilities to support proper instrument calibration. Demonstrates flexibility in job assignments and adapts well to change. Uses critical thinking skills to resolve area challenges and maintain safe environment. Detail-oriented team player with strong organizational skills. Ability to

WORK EXPERIENCE

AYTB

Saudi Arabia Jubail
Jan 2011 - Feb 2012

Piping and structural Erection supervisor

Maintain daily supervisory surveillance checks and records ensuring that contractor management and supervision are providing safe working conditions Monitor and supervised the contractor installations, erections and testing of spools and prepare status of works based on the quality output. Manage the performance of employees through goal setting, ongoing assessment, and coaching Change/scope creep, ensuring that all scope changes are quickly and properly documented, and that change orders are approved prior to the performance of work Obtaining work permits based on scheduled daily activities. Monitoring & Controlling installation activities of Pipe Spools. Submitting daily progress summary. Maintaining safety protocols of Live equipment and devices. Monitoring & controlling heavy vehicle movements. Preparing test packages for the completed lines. Ensuring proper, safe work area & maintaining the workplace quality.

SK ENGINEERING & CONSTRUCTION CO. LTD

Saudi Arabia Jubail
Feb 2013 - May 2014

Warehouse and store officer

Prepare GRN/MIS/IOSTN/PR and all related Store documents. Inspect the materials received from suppliers with respect to PR, quality & quantity. To ensure the proper tagging of identification slip and bin cards on each item. Prepare Monthly & Annually Material consumption & requirement reports. To maintain the Store Inventory Level in view of monthly consumption. Supervise store labours and getting results through efficient & effective way.

SAMSUNG ENGINEERING

Saudi Arabia Jubail
Feb 2015 - Jan 2016

Store Inventory Controller

Prepare GRN/MIS/IOSTN/PR and all related Store documents. Inspect the materials received from suppliers with respect to PR, quality & quantity. To ensure the proper tagging of identification slip and bin cards on each item. Prepare Monthly & Annually Material consumption & requirement reports. To maintain the Store Inventory Level in view of monthly consumption. Supervise store labours and getting results through efficient & effective way.

Making Goods Receipt Note for all materials receiving from Supplier

Maintaining Stock Report for Consumables and Packing material Doing stores issues for the stocks issuing to the production Maintaining Annexure II records for Tax purpose. Job work transactions (Sending and taking receipt of job work material)

BIN QURAYA HOLDING COMPANY LTD

Saudi Arabia Dhahran
Jan 2016

Material specialist

Store and warehouse supervisor, Material specialist, this are the my specialized professionals, issuing all types of Material in production and maintenance said as per followed by material move order requisition, material offloading criteria's verified DO

handle multiple projects simultaneously with a high degree of accuracy. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level material specialists/store and warehouse position. Ready to help team achieve company goals. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

LINKS

Linkdin:
<http://https://www.linkedin.com/in/muhammad-basheer-3486542...>

Facebook :
<http://https://www.facebook.com/muhammad.faysi.5?mibextid=Zb...>

LANGUAGES

ENGLISH

ARABIC

HINDI

URDU

TAMIL

MALAYALAM

REFERENCE

References available upon request

DRIVING LICENSE

Driving license category
Indian license

and Invoice and Material Description,qty also and finally offloading Material following in our company safety rules and SOP. And material keeping proper way upside the rack, Exhalent Material coordinator Skills– Material Coordinator in my current position, I have been responsible on a daily basis for data entry, vendor management and company logistics. I regularly plan Daily Material Report, monitor Engineering Department QA/QC team and subcontractors monitoring,PMT in reporting MTO and Material Recruitment as per Isometrics drawing and we need Redline drawing attachment FMR and proper Justification reports. Then issuing all types of Material in Clint said Additionally you verified Outbound and Material Description and finally collecting Material in Yard. And informed QA/QC team Material receiving inspection.

**HUHTAMAKI
FLEXIBLE
PACKAGING LLC**
UAE Ras Al Khaimah
Jan 2022 - Dec 2023

Store Inventory Controller

I have been responsible on a daily basis for data entry, vendor management and company logistics. I regularly plan Daily Material Report, monitor Engineering Department QA/QC team and subcontractors monitoring,PMT in reporting MTO and Material Recruitment as per Isometrics drawing and we need Redline drawing attachment FMR and proper Justification reports. Then issuing all types of Material in Clint said Additionally you verified Outbound and Material Description and finally collecting Material in Yard. And informed QA/QC team Material receiving inspection.

EDUCATION

**GOVERNMENT
HIGHER
SECONDARY
SCHOOL CHITHARA
KOLLAM**
Kollam Kerala
2006

High school diploma

**BLITZ ACADEMY
ENGINEERING**
Kochin Kerala
2009

Higher National Diploma

BLITZ ACADEMY
Kochin Kerala
2010

Higher National Certificate

QA/QC welding and mechanical Engineering
learned a Oil and Gas piping Engineering ASME Certified

BLITZ ACADEMY
Kochin Kerala
2010

Higher National Certificate

Welding QA/QC ASME approved certificate

PERSONAL DETAILS

Date of birth
20/04/1985

Nationality
Indian

Visa status
Work visa (transferable visa)

Marital status
Married

SKILLS

MATERIAL REQUIREMENTS PLANNING (MRP)	STORE MANAGEMENT
WAREHOUSE MANAGEMENT	INVENTORY MANAGEMENT
DOCUMENT CONTROL	ELECTRIC FILES, DIGITAL FILES, FILES SETTING UP,IMPLANTING DOCUMENT CONTROL SYSTEM
GOOD COMMUNICATION SKILLS	ERP ORACLE SYSTEM
SAP MATERIAL MANAGEMENT	OUTLOOK, MS OFFICE, MS EXCEL POWERPOINT
EMAIL, INTERNET, SOCIAL MEDIA INFLUENCE	SUPPLY CHAIN EXPERIENCE
ACCURACY AND SUPERVISION	MEETING PRESENTATION
ENGINEERING MATERIALS,RM MATERIAL KNOWLEDGE, CONSUMABLE MATERIAL KNOWLEDGE	OIL AND GAS MATERIAL KNOWLEDGE
MECHANICAL EQUIPMENT KNOWLEDGE AND PIPING STRUCTURAL PIPE SUPPORT MATERIAL KNOWLEDGE	OHPL, INSTRUMENTATION ELECTRICAL MEP MATERIAL
MATERIAL ISSUE AND RETURN SYSTEM	ORGANIZATION AND PROJECT MANAGEMENT
LEADERSHIP AND INTERPERSONAL SKILLS	SKILL IN APPROPRIATE USE OF GOODS AND MATERIALS IN STORE ROOM, WAREHOUSE LAY DOWN AREA KNOWLEDGE OF SHIPMENTS
KNOWLEDGE OF GOODS OR MATERIAL IN ASSIGNED STOREROOM KNOWLEDGE,	KNOWLEDGE OF TYPE WRITINGOF BASIC BUYING AND PURCHASING PRACTICES
MANY DATABASE LIKE FOXPRO, ORACLE AND VISUAL BASIC ETC.	CONTAINER AND TRAILERS. KNOWLEDGE OF LC. KNOWLEDGE IN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM.
SCANNING, PRINTING, BINDING, FILING, TYPING & PHOTOCOPYING.	ACHIEVER HARDWORKING CERTIFICATE AWARD FROM SAUDI ARAMCO, BECHTEL, HUHTAMAKI GROUP COMPANY INTERNATIONAL HEALTH AND SAFETY ETC.

COURSES

BLITZ ACADEMY Feb 2016 - Feb 2017	American society of Engineering certified
BLITZ ACADEMY Feb 2016 - Feb 2017	NDT level II
HUHTAMAKI GROUP FINLAND Jan 2022 - Feb 2022	Uk approved CPR course

HOBBIES

LEARNING LANGUAGES,MARTIAL ARTS,PERSONAL DEVELOPMENT BUILDING
RELATIONSHIPS, BUDGETING,PENCIL DRAWING,

EXTRA-CURRICULAR ACTIVITIES

CRICKET TEAM
CAPTAIN

Kerala
Feb 2006 - Feb 2007

