



# 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)

WAREHOUSE MANAGEMENT

DOCUMENT CONTROL

GOOD COMMUNICATION SKILLS

SAP MATERIAL MANAGEMENT

EMAIL, INTERNET, SOCIAL MEDIA INFLUENCE

ACCURACY AND SUPERVISION

ENGINEERING MATERIALS, RM MATERIAL  
KNOWLEDGE, CONSUMABLE MATERIAL  
KNOWLEDGE

MECHANICAL EQUIPMENT KNOWLEDGE AND  
PIPING STRUCTURAL PIPE SUPPORT MATERIAL  
KNOWLEDGE

MATERIAL ISSUE AND RETURN SYSTEM

LEADERSHIP AND INTERPERSONAL SKILLS

KNOWLEDGE OF GOODS OR MATERIAL IN  
ASSIGNED STOREROOM KNOWLEDGE,

MANY DATABASE LIKE FOXPRO, ORACLE AND  
VISUAL BASIC ETC.

SCANNING, PRINTING, BINDING, FILING,  
TYPING & PHOTOCOPYING.

STORE MANAGEMENT

INVENTORY MANAGEMENT

ELECTRIC FILES, DIGITAL FILES, FILES SETTING  
UP, IMPLANTING DOCUMENT CONTROL  
SYSTEM

ERP ORACLE SYSTEM

OUTLOOK, MS OFFICE, MS EXCEL  
POWERPOINT

SUPPLY CHAIN EXPERIENCE

MEETING PRESENTATION

OIL AND GAS MATERIAL KNOWLEDGE

OHPL, INSTRUMENTATION ELECTRICAL MEP  
MATERIAL

ORGANIZATION AND PROJECT MANAGEMENT

SKILL IN APPROPRIATE USE OF GOODS AND  
MATERIALS IN STORE ROOM, WAREHOUSE  
LAY DOWN AREA KNOWLEDGE OF  
SHIPMENTS

KNOWLEDGE OF TYPE WRITING OF BASIC  
BUYING AND PURCHASING PRACTICES

CONTAINER AND TRAILERS. KNOWLEDGE OF  
LC. KNOWLEDGE IN ELECTRONIC DOCUMENT  
MANAGEMENT SYSTEM.

ACHIEVER HARDWORKING CERTIFICATE  
AWARD FROM SAUDI ARAMCO, BECHTEL,  
HUHTAMAKI GROUP COMPANY  
INTERNATIONAL HEALTH AND SAFETY ETC.

## COURSES

**BLITZ ACADEMY**  
Feb 2016 - Feb 2017

**BLITZ ACADEMY**  
Feb 2016 - Feb 2017

**HUHTAMAKI GROUP  
FINLAND**  
Jan 2022 - Feb 2022

● **American society of Engineering certified**

● **NDT level II**

● **Uk approved CPR course**

## HOBBIES

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

## EXTRA-CURRICULAR ACTIVITIES

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**CRICKET TEAM**  
**CAPTAIN**

Kerala  
Feb 2006 - Feb 2007

