

## Mohammed Kaleem

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### **Work Experience:**

**Employer :** TARGET ENGINEERING CONSTRUCTION COMPANY  
**Designation :** STORE IN-CHARGE  
**Duration :** May 2016 – Present  
**Work Location :** Abu Dhabi

### **JOB RESPONSIBILITIES:**

- Maintained store facilities to ensure smooth functioning – made arrangements and placed orders for new stock and supplies whenever necessary.
- Supervision of all Mechanical & Marine Spare Parts, Paints & Lubricants.
- Responsible for upkeep of various appropriate records of materials received.
- Received deliveries of new equipment and ensured that all the supplies were in proper order – stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
- Issued supplies as per the demand of the clients and maintained records of payments.
- Rotating stock, arrange for disposal of surpluses, maintaining inventory control, assuring proper stock levels.
- Maintained the budget of all the expenditures incurred as presented same to manager.
- Put the 'Material Under inspection' tag on the newly received Materials.
- Reported to manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
- Monitored the functioning of store equipment and reported problems and failures to manager.
- Ensure cleanliness & tidiness of workplace environment
- Plan, manage and perform work involving complete store operational management including, inventory goods receipt, and inspecting, returning, unloading, storage's, shelving, delivering and maintaining inventories.
- Submitting Approved Goods Received Note to Finance Department

**Employer :** GENERAL NAVIGATION AND COMMERCE COMPANY (GENAVCO L.L.C U.A.E)  
**Designation :** Parts Controller  
**Duration :** May 2004 – April 2016  
**Work location :** Dubai.

### **Description:**

### **JOB RESPONSIBILITIES:**

- Identify exact spares and assemblies using EPC (Electronic Parts Catalogue).
- Selecting replacement parts as per the option code using extranet application.
- Suggesting suitable alternative spares for recondition or alteration jobs.
- Analyzing the fatigue spares reported by the customers & to provide solution.
- Providing technical support to the branches, in Isuzu workshop and customers.
- Corresponding with suppliers and coordinating with co-staff for the smooth flow of the business process.
- Creation and maintenance of product information and price list preparation.

- Worked as a core team member for Point of Sale (POS) module an integrated application Of Oracle 11i Business Suite.
- Coordinating and testing the Point of Sale application to confirm all the business requirements and training POS users across the JAM group.
- Inventory & order management module controlling.
- Preparing Local Purchase Orders for all branches.

### **OBJECTIVE:**

As a highly motivated, energetic, multi-lingual individual, an expert in Spare Parts Specialist, To Work in a professional and Challenging Environment, Implement and enhance my skills and in the process contribute towards the Growth of the Organization.

### **EDUCATION**

1. Intermediate from Mumtaz Degree College – A. P. – INDIA
2. S.S.C. from Board of Secondary Education– A. P. INDIA

### **TECHNICAL PROFILE:**

Post Graduate Diploma in Computer Application

Diploma in Hardware

Diploma in Oracle

### **DIPLOMA IN INFORMATION TECHNOLOGY:**

- ▶ Microsoft Word 2000
- ▶ Microsoft Excel 2000
- ▶ Microsoft PowerPoint 2000
- ▶ Internet Operating
- ▶ Oracle 11i With Developer 2000 & Focus
- ▶ Installation, Assembling System.
- ▶ Oracle Package, POS, C - Trix, Isuzu Worldwide & Isuzu Industrial Engines

### **DRIVING LICENSE:**

- ✓ **Light Duty Driving License UAE 2005**

### **Personal Information:**

**Marital Status** : Married  
**Nationality** : Indian  
**Languages known** : English, Hindi and Urdu.

*I agree that the above-stated information is true.*

*Sincerely*

**Mohammed Kaleem**