



ZISHAN KHAN WARSI

Experience

- **2023-Till date-Sodexo Teyseer Service Company-** Oil & Gas Ras Laffan-**Qatar**, working as a Warehouse Store Incharge/Supervisor. **Doha, Qatar, Under NFE project.**
- **2020-2022-** worked as a Store Incharge/ Warehouse Supervisor in **Renaissance Service SAOG, Oman (British Petroleum gas & oil plant Khazzan Project)**
- **2017-2019-** Worked as a Senior Storekeeper in **Facilities Management Company Shaqab Abela Catering Services, Qatar**
- **2014-2016-** worked as Maintenance Store & Procurement **SASCO-Saudi Automotive Services, Palm Supermarket & Motel Riyadh, Kingdom of Saudi Arabia,**

Strengths:

As a Maintenance Store/ warehouse Supervisor with 8 years of experience in warehouse operations, committed to ensuring safety in working environment while maintaining the efficiency in loading unloading, inventory management software such as **Oracle JD Edwards 9.2.4.2, IBM Maximo Enterprise Asset Management & other related software's, knowledgeable in store, /warehouse** with excellent communication skills combined with analytical and attentive nature. Knowledge about keeping optimal stock levels and merchandising items to drive sales.

Core Competencies:

- **Inventory Management.**
- **Online Offline software.**
- **Warehouse safety.**
- **Quality control.**

Proficiency

- Word, MS Office (Word, Excel & Power Point, Outlook, one drive, one note, Share point), MS Access and Outlook, Information technology.
- Online Offline programmed based software (Inventory Management Program)
- Knowledge of spreadsheets and database software etc.
- Received Appreciation Certificates from **Renaissance Service SAOG, Oman, and SCORE Champion Certificate from Qatar Energy LNG**, included for excellent performance. Proficient in MS Office, Windows and other **ERP**, software(online/offline) related applications. Polite with excellent coordination, supervision & interpersonal skills.

Other Skills.

- Computerized Accounting. ([Excel formulas, VLOOKUP, if, count, pivot table, count if formula, drop-downlist, sum if, merge cells, date, sum, macro, sort, etc., Sage Line 50, Quick Book, power point, etc.](#))
- Sound knowledge in Data Entry, [Online& offline Software package \(Sap, Inventory Management, ERP etc.\)Entry.](#)
- Internet & E-mail Application, & online Audit Process, Verifications.
- Operating skills on online and offline packages.
- Trained in [Diploma in Computer Application](#)
- Knowledge in automated accounting updating Enterprise Resource Planning (ERP).

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Objective-

As a **warehouse/Store Supervisor** with **8 years of experience** in warehouse operations, committed to ensuring safety in working environment while maintaining the efficiency in loading unloading, inventory management software such as **Oracle JD Edwards ERP 9.2.4.2, IBM Maximo Enterprise Asset Management & other related software's**, knowledgeable in store, warehouse associate with excellent communication skills combined with analytical and attentive nature. Knowledge about keeping optimal stock levels and merchandising items to drive sales.

Career Objective: Seeking a challenging career with progressive result-oriented organization that offers ample opportunities to improve and grow Personally and professionally to accomplish the organizational as well as personal goals.

Education Details

- B. Com from Veer Kunwar Singh University, Ara Bihar in 2013.
- Intermediate from B.S.E.B, Patna in 2009.
- Matriculation from B.S.E.B, Patna in 2007.
- Diploma in Computer Application.

Employment Record



Competencies:

- ✓ Fast learner adapts well to changes and pressures in Workplace.
- ✓ Good presentation skill.
- ✓ Sincere with a high level of Integrity.
- ✓ Work effectively with diverse groups of people.
- ✓ Friendly with an upbeat attitude.
- ✓ Ambitious and committed to excellence.

Personal Details:

Date of Birth: 01-Sep-1991

Religion: Islam

Nationality: Indian

Passport Details: Number – S 958XXXX

Expiring on – 2029.

Language Proficiency: English, Hindi, Urdu, and & Arabic

Marital Status: Single

Age :32

Work Experience.

Sodexo Teyseer Service Company (FMS)- Facilities Management Services as a Maintenance warehouse/Store-In charge from July-2023 to Till Date

- Lead the team for effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
- To follow-up overall inventory management.
- Taking physical inventory once a month to cross check with the monthly inventory report.
- Materials receiving and prepared & reporting of stock. Ensure development and management of materials planning functions, create item specific forecasts over a lead-time to be used for effective and efficient inventory management.
- Ensure indents are raised & proper documentation is completed on a timely basis for requisition of items; Responsible for store keeping, documentation & record keeping.
- Generate Materials Received Report (MRR) on a timely basis. Input production data according to purchase order in computerized inventory system. Participate in physical inventories by counting stocks.
- Handling whole operation of maintenance warehouse/Store.

Maintenance Warehouse Incharge/Supervisor – Feb 2020 to 20 Oct-22 (Renaissance Service SAOG Oman - BP Khazzan gas & oil site) leading IFM, Accommodation, construction, Environmental services solutions in Oman.

- Plans, organize, direct and controls activities related to the procurement function by implementing procurement strategy and policy and forecast procurement needs.
- Organizes, supervises, and directs the work of storeroom and central supply personnel engaged in receiving, issuing, and delivering supplies and equipment.
- Determine present and future material availability.
- Responsible for planning, developing, and buying materials, parts, supplies, and equipment in a timely and cost-effective way; timely manner while maintaining appropriate quality standards and specifications.
- Prepares and issues purchase orders.
- Prepare various reports such capacity, monthly ordering, accountability.
- Generate an ordering list for requesting materials. Meticulously enter all received invoices for supplies.
- Supply list, make sure arrival of all supplies and signed invoices are sent back for payments. Schedule requisitions supplies and systematically complete routine office reports.
- Maintain project files according to company policy while handling office correspondence. Gather special report materials, forms, and summaries at the request of management.
- Preservation of the material, Recording & Issue of material, Issuing, purchasing requisition, to maintain proper records, Recording & updating in reports, filling, accounting & costing.
- Supervision, inspection, finding location for items, issuing and dispatching.
- Exercising general control over all activities in the Stores Department. To ensure safe keeping both as to quality and quantity of materials.
- To initiate purchase requisitions for the replacement of stock of all regular store's items whenever the stock level of any item of store approaches the minimum limit fixed in respect, therefore.
- To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
- To issue materials only in required quantities against authorized requisition notes/material lists.
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc. Managed incoming and inter office calls and disseminated them to management and employees as required. Collected special report materials, forms & summaries at the request of management.
- Closed work orders in ACCESS/ Excel Database & logbook. Produced periodic open, closed, and pending work order report.

Key Responsibilities Handled Across Core Functions

COMPETENCIES & STRENGTHS INCLUDE:

ADMINISTRATIVE & SITE MANAGEMENT

- Managed existing accounts while handling and resolving reports and queries/issues effectively. Developed & maintained cordial relationships with staffs & other individuals at all levels.

PROCUREMENT & SUPPLY MANAGEMENT

- Negotiates or supervises the negotiation of complex requests for equipment, supplies, and services from suppliers and subcontractors.
- Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service.
- Plans, organize, direct and controls activities related to the procurement function by implementing procurement strategy and policy and forecast procurement needs.

TEAM MANAGEMENT

- Provided leadership, guidance & assistance, encouraged subcontracting teams to reach personal & organizational goals. Assisted other employees as needed.

WAREHOUSE MANAGEMENT.

- Maintain stock control systems for accuracy and future planning of storage capacity.
- Supervise inventory management and control processes including stocking ordering and re-ordering and order fulfilment.

ADMINISTRATION.

- Supported administrative functions and prepared reports on them. Responsible for office timely correspondences and accounting of office procedures in timely & organized manner.
- Performed a variety of general administrative support tasks such as record keeping & maintenance of financial statements, daily logs & project files.
- Utilizes computerized accounting ERP, Managements, software (**Offline or online**) programs (**Excel**) to perform duties and responsibilities & Generates accounting statements and reports.
- Reads, uses and is familiar with computer systems manuals and procedures, maintains and updates procedural manuals as needed, Prepares, or checks invoices, requisitions.

Facilities Management Company (FMS) Shaqab Abela Catering Services, Doha, Qatar, As a Senior Storekeeper for maintenance department From May-2017 to April -2019.

- Receive, store, order and issue parts, tools, supplies, and equipment.
- Determine storage space requirements, optimum stock quantities and proper methods of stock control and storage.
- Inspect incoming stock against purchase order, report shortages, damages, and other discrepancies.
- Confirm invoices for payment.
- Maintain records of tools and materials used; operate tool check-out system.
- Maintain records of fuel usage and hazardous waste in compliance with AQMD requirements.
- Conduct regular inventories; maintain inventory control records.
- Contact vendors and obtain price comparisons.
- Use and maintain hand and power tools; sharpen blades.
- Schedule service and repair of equipment, tools, and maintenance fleet with approved contractors.
- Operate a vehicle to deliver and pick up tools and equipment from repair companies.
- Maintain storeroom in a secure, clean, and safe condition.
- Perform other related duties as required.

Saudi Automotive Services, Palm Supermarket & Motel Riyadh, Kingdom of Saudi Arabia, Storekeeper for maintenance department & Purchase Feb-2014 to Oct 2016

- Ensure stock levels are maintained in line with the company stock control system.
- Ensure the material issued to site against work order number, location.
- Control the receipt and release of stock from the store, updating the stock control system accordingly.
- Liaising with all staff and suppliers on purchase orders raised.
- Raise Purchase Orders/Requests and liaise with suppliers on delivery/completion dates.
- Receive and inspect all stock ensuring that it matches the purchase order and is undamaged.
- The store received goods in line with the stock control system requirements.
- Prepare and dispatch items back to supplier for repair.
- Receive and store repaired items.
- Liaise with suppliers to ensure goods are received on time and in line with agreed delivery dates.
- Progress emergency orders and go to local suppliers to drop off/collect items if required.
- Loading and unloading of deliveries.
- Ensure that the stores are controlled in line with the Company Safety, Environmental and Quality operating systems.
- Ensure Visual Factory principles are used in stores.
- Conduct periodic stock checks to ensure stock levels mirror the stock control system.
- Any other duties as required.

SAFETY CERTIFICATIONS / TRAINING

- Appreciation Certificates from Renaissance Service SAOG.
- SCORE Champion Certificate from Qatar Energy (LNG).
- Training on Chemical Awareness conducted by Shaqab.
- Training on Spill Prevention & Response Conducted by Shaqab.

Declaration: I confirm that the information provided by me is true to the best of my knowledge and honesty.