

**Joslin J Macwan**

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**Personal Information**

**Date of Birth** 23<sup>rd</sup> Dec 1970.

**Marital Status** Married.

**Height** 5'9"

<b>Passport Details</b>	No.	: <b>T 7816634</b>
	Issued from	: Ahmadabad
	Issue Date	: 29/08/2019
	Expire Date	: 28/08/2029

**Job Objectives**

Looking for a challenging role as an Officer in your esteem organization in Store, Warehouse, and Logistic Services or Admin. Department to prove ability with professional growth with no boundaries. .

**Summary Of Skills & Experience**

Over **26 Years'** experience in different areas like Materials (Store), Logistic Services, Office Administration Functions.

**Career Objectives**

I believe my skill and qualifications perfectly match the requirements of your company. I am confident that I will be able to fulfill your expectations and become long-term assets for your company.

### **Educational Qualification**

SSC Passed from IPCL School	October 1988
Diploma in Computer Programming passed from I. C. S. Baroda	January 1991
Diploma in Accountancy & Auditing (03 years Diploma Course)	April 1992
B.Com passed from M.S. University	May 1995
Diploma in Materials Management passed from National Council for Labour Management	July 1999

### **Computer Proficiency**

M. S. Office 2003/2007 (Word, Excel, Power Point), Tally, **SAP** (Store Related all Functions)  
And Hardware related work, all kind of Internet/ Social Media Related Works.  
Designing the course module  
For Computers. Training faculties. Conducting examinations and enrollments.  
Teaching and solving problems of students.

### **Organizational Experience (In Descending Order)**

- **From January 2015 to December 2023** worked with ACE Construction Company as a Warehouse/Store Supervisor at various sites nearby Vadodara and Vadodara District.
- **From May 2011 to 18<sup>th</sup> July 2014**, I was working as a Store Keeper in Dodsall Engineering & Construction Co LLC, **UAE**. Project Name: Habshan Sulphur Granulation Project.
- **From January 2009 to April 2011**, I worked with Anu Projects Consultants & Engg. Pvt. Ltd, as an Admin Officer. Managing staff, Transport, liaison work with Govt. and statutory bounds.
- **From March 2007 to January 2009**, Softsys Computers, Baroda, Proprietor, **(Self Employed)**.  
Duties:
  - To design the computer courses (Office Automation with Internet, Course on Computer Concept) for High School Students and Govt. Employee
- **From Jan 2003 To Feb 2007** (04 Years) worked for Anu Project & Engineers Pvt. Ltd. Baroda, as Account / Administrative Officer.  
The Company's business is consultancy with reputed licensors and also supply of Catalysts Chemicals and equipment's to Oil and Gas Industries.
- **From April 1998 To Aug 2002 (04 Year)** worked for Dodsall & Co. LLC, The Company engage in Projects works / Maintenance work in Middle East, As Main Store Keeper, Time Duty Officer & Administration Assistant for their clients:

- (A) Oman Gas Co, Sharjah (Salalah Gas pipe Line Project SGPP),
- (B) Chiyoda Foster Wheeler & Co. LLC, Oman (Oman Liquefied Natural Gas)
- (C) SWGP Project (Sharjah), **U A E.**

- The Material which I handle is, all kind of tools and tackles , rigging material, piping material , Keep proper record of incoming and outgoing material
- Handling stores inventory and checking material as per Purchase Order  
I am able to make final report (for Stock Balance)

- **From March 1997 To February 1998 (01 Year)** Silchar Electronics Limited, Baroda As Sr. Officers (Stores).
  - The Company is making all kind of Transformer, The Company have clients like IPCL, Gail, Philips, Novino etc,
  - The material like Plastic Cables, Copper Cables, Electrical Tools, Packing Material etc... which was handling by me. Handling stores inventory and checking material as per Purchase Order
- **From Sep 1995 to Jan 1997 (02 Years)** Tecnimont ICB Ltd, Baroda, as Account Assistant. The company is Taking Project works In India and abroad, Like Power Plant, PP & PBR Plants, Oil and Gas Pipelines .In This Company at Baroda I was working as an Account Asst. My Duties is to keep Petty Cash record, to do Salary of staff and workers at site, Keep watching to transportation / general administration work, and submit monthly accounting record to Head Office.

### **Functional Area and brief Description For above Jobs**

#### **WAREHOUSE/STORE/LOGISTIC**

I have knowledge of SAP System for Store. I am also able to handle Project Materials inventory. Sites/Stores/Warehouses/Lay-Down at various Drilling, Construction & Maintenance Project such as Oil & Gas/ Refinery/ Power Plant / Gas Pipeline / Sulphure Project and other associated industries.

- As a Store In-Charge, I am able to handle all activities regarding Stores Management
  - (1) Effective & strong supervision of store systems by **LIFO** and **FIFO** System
  - (2) To monitor movement of material and to maintain records of stocks inventory
  - (3) To maintain records of new materials received, maintain records of materials Returned, damaged, issued. To maintain proper filing and tagging system.
  - (4) Keep proper and correct record of Material in Computer System.
- Handle the work force of Store Dept.
- To keep record of material which is regularly incoming and outgoing with FIFO System.
- I have proper knowledge regarding filing and tagging system and also I have proper Knowledge to keep record through coding system.
- I am able to make monthly and yearly record of stock on basis of Computer system.
- I know the rules and regulations of Safety for Store Dept.
- Have knowledge of SAP System for all kind of Stores related functions.

- Undertake QA/QC checks on materials received including positive material identification (PMI) where necessary. Identify and arrange for any additional inspection.
- I am able to handle monthly/yearly audit of store/warehouse
- I am able to keep proper record of Scrape Material.
- To send material out of Country, prepare all documents for the export of material
- Arrange Transportation (Export of Material)
- I have good communication skill for Logistics related works.

### **ADMINISTRATION: (Tecnimont ICB Ltd & Anu Project & Engineers Pvt. Ltd )**

To assist the head in office administration and other related activities in office administration & all kind of front office work. To handle manpower supply work from site , selection of manpower , To coordinated with clients and with manpower in various sectors, To handle functions of Time Office like statutory compliances, contract labor, employee welfare, payroll, track and maintain leave records, attendance, wage and salary administration, security operations, coordination in recruitment, employee record management, salary calculation and distribution, track and maintain leave records, vendor management, welfare activities.

To make necessary Travel & Ticketing arrangements as required for official tours through external agencies.

### **WHAT I AM LOOKING FOR:**

To work for a healthy & friendly environmental organization where I would be able to utilize my talent & potential with dedication to the fullest extent, which can add to Growth, brighten prospects & Nourish objectives, to be out-standing professional. Also to provide best services & value to the organization to build strong Long-term relationship, excellent potential for growth and job satisfaction With opportunities for self-development.

### **STRENGTH:**

Able to handle multiple tasks. Proactive & goal oriented. Readily accept Challenges. Highly Curious for new knowledge & training to develop myself. Ability to Multitask

### **INTREST & ACTIVITIES:**

To learn and understand efficiently more about the job, interacting with people and making new friends, long driving, music & cooking.

### **References:-**

- Shree S K Anand (Ex. Director) IPCL / RIL  
Mobile No. 919898573636
- Shree N Chandar (Ex. Director) IPCL.  
Mobile No 91 9825416129
- Shree Pankaj Tamhane (MD) Anu Projects Engg.  
Mobile No. 919820400112
- Shree V S More ( Ex. ED IOCL)  
Mobile No. 919881237940.

Thanking you,

With Best Wishes,

**(Joslin J Macwan)**  
0091 9574261122  
(Baroda)

**Note: I don't have any Criminal Record in any Country**