

# RESUME Of SHAH FAISAL

FOR THE POST OF: STORE INCHARGE/KEEPER

Contact - 0091-9102981883  
[faisalshah1981@gmail.com](mailto:faisalshah1981@gmail.com),

## Objective

Looking for a middle cadre position in any diversified and professionally organized company where I can utilize my "**Purchasing, Procurement and logistic**" *skill and expertise* achieving organization's objectives and for the enhancement of my professional knowledge and expertise.

## Profile

A professional and experienced "**Purchasing and Procurement Officer**" with skill and ability to maintain uninterrupted material flow in the organization as well ..... i.e. to the customers and end users.

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## Employment Era / Experience

Last Worked in Kad Construction L.L.C UAE from 2<sup>nd</sup> Feb 2019 to 30<sup>th</sup> March 2022 as Store Keeper.

1.2006 –2008      STOREKEEPER -AL NASSER CO. FOR TRADE & CONT. K.S.A.

2.2009 –2010      STORE OFFICER - QATAR METAL CONT.INDUSTRIES LLC UAE.

3.2010–2013      STOREKEEPER- TATA MOTORS LTD,JAMSHEDPUR, INDIA.

4.2014 –2018      STOREKEEPER- BU-HALEEBA CONTRACTING LLC UAE.

5.2018–2019      STORE INCHARGE-SOBHA ENGINEERING CONTRACTING LLC UAE.

6.2019–2022      STORE KEEPER -KAD CONSTRUCTION LLC UAE.

## Qualification Educational

P B.Com. (Bachelor of Commerce) from 'Ranchi University'

Job related skills/Software - Knowledge of MM module in ERP.

## ➤ **Technical**

Dip. In Web Designing

### ➤ **Information Technology**

- a) **Language** - Html, Java Script,
- b) **Computer** - MS. Office, Excel, Power Point,
- c) **Multimedia** - Flash, Photoshop, Dream weaver, Fireworks etc.

## **Professional Skill**

The following represents a concise overview of broad experience in above-indicated positions

- Monitoring regularly the stock movement / inventory for replenishment of the material in order to maintain uninterrupted material flow.
- Maintaining communications between corporate office, distribution center, and all store locations.
- Researching and recording data for purchasing analysis and reporting activities.
- Devising and implementing inventory databases to improve product tracking.
- Calculating price breakdowns, discounts, and freight charges prior to generating and processing purchase orders; following up with credits and resolution of invoicing discrepancies.
- Maintaining surplus, scrap, rejected and obsolete material records and advice for appropriate action / disposal.

## **Activities and responsibilities**

➤ Was responsible for entire Pre and post activities of purchasing and procurement i.e. identifying the need, RFQ/RFP, Quotation Comparison, P.O. confirmation, receiving, checking, inspection and posting of material in system.

- Stock / Inventory management, Identifying and developing safety / buffer stock, minimum / low level stock and Reorder point etc.
- Devising and implementing inventory databases to improve product tracking and record keeping purpose.
- Select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers and confirm order after approval order in accordance to specification and quantity.
- Maintain complete updated purchasing records/data and pricing in the system.
- Execution, monitoring, expediting of all regular purchasing to

ensure on-time delivery.

- Coordinate with user departments and suppliers in the purchasing scope of work i.e. specification, Technical Information, drawings, and provide price for product cost estimation etc.
- Handling and monitoring of claims to factories and vendors for defectives, shortage, missing good / material/parts.
- Support relevant departments with quotations for the purpose of tenders / biddings.
- Explore, identify, select and introduce / register new source, supplier, vendors, and service providers.

## **Professional skill**

Self-motivated, organized, a team builder and man manager. Keep / maintain high level of communication with colleagues. Maintain interaction with all concern dept. as well business friends.

## **Facts and Figure**

**Date of Birth**

6<sup>th</sup>. Oct 1984.

**Marital status**

Married

**Languages Known**

English, Arabic & Hindi etc.

**Driving License**  
license

Having valid indian driving

**Passport No**

**T-0673707**

**Passport expires on**

11<sup>Th</sup>Dec 2028.

**Address for communication**  
(Cellular#)

Jamshedpur- India.

**0091-9102981883**

**Shah Faisal**

**Date: 19/06/2022.**

**Enclosures:**