

SHOHEB CHOGL

MOBILE NUMBER: 0583034784

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DESIRED POSITION: Store Keeper / Computer Operator / Data Entry Operator

PROFESSIONAL SUMMARY

Experienced professional with a strong background:

- Over 3 years as a office administrator at Hotel Roha Pride in Roha, India.
- Over 5 years as a Store Keeper at Saudi Delta Company of Chemical Industries in Riyadh, Saudi Arabia.
- 3.5 years as a Site Planner in Operation & Maintenance companies in Saudi Arabia, proficient in SAP Plant Maintenance module.
- 3 years as a Computer Operator in an LIC Agent Office in India.

Possesses:

- Good communication skills, adept at logical problem-solving, and comfortable working independently or collaboratively.
- Capable of effectively managing, prioritizing, and coordinating workloads to meet stringent deadlines.

AREAS OF EXPERTISE

- SAP Plant Maintenance Module
- Documentation

TRAININGS

- SAP Plant Maintenance (GI-1000-500)
- Basic Computer Course

COMPUTER SKILL

- SAP Plant Maintenance (GI-1000-500)
- MS-Office

LANGUAGE SKILL

- Arabic
- English
- Marathi
- Hindi
- Kokni

PROFESSIONAL EXPERIENCE

Hotel Roha Pride, Roha-India

June 2021 till June 2024

Office Administration

Duties & Responsibilities:

- Handling all Office Issue related to all staff of Hotel.
- Handling all Documentation Work, Filing & also entering the data related to all staff in system.
- I was performing my job with peace and dedication.

Saudi Delta Company of Chemical Industries - Riyadh, Kingdom of Saudi Arabia

February 2016 till March 2021

Store Keeper

Duties & Responsibilities:

- Receive the New Shipments of Raw Materials (Like Bottles, Chemicals, Cartons, Labels, Boxes etc.)
- Submit the analysis request to Quality Control Department to check the quality of materials.
- After the approval of Q.C.D. then adjust the material on their places according to their quantity and type.
- Submit the Receive Notes to Store Manager with the required documents to enter in the system.
- After entering in the system then filed the document's in appropriate file.
- Put the Q.C.D. approved sticker on the received Chemical.
- As per the requirement of the Production Department dispatch the Material for Mixing, Filling of Product.
- After the Final Product is received by Finish Store then submit the document to Store Manager to enter in the system & after this filed the document's in appropriate files.
- Always keep the Store neat and clean.
- Always keep all Materials in proper manner & place.
- After every 3 months & at the year-end make the inventory of all materials and submit the reports to the Store Manager.

Saudi Ogeer Ltd.-ARAMCO Dhahran Project 72060, Kingdom of Saudi Arabia

April 2012 till November 2015

Site Planner

Duties & Responsibilities:

- Receive work request/complaints on-line from all user departments, or thru telephone, or via drop in, or by E-mail or fax and forward to the unit/ in-charge for immediate action.
- Update on SAP System using **SAP (IW32, IW33, IW22 & IW23, IW29, and ZI0058)**.
- Closing of Minor Maintenance Tickets, Notifications & Work Order's after completing the Job.
- Updating in SAP System of work done & materials used during a job.
- Streamline Filing System and organize all documents in appropriate files for easy tracking and retrieval.
- Generate and submit various Reports vital for the Section like Weekend Activity Report, Weekly Job Completion and time variation order Report. Prepare documents like Contractor's Appraisal Report, which is required on monthly basis.
- Inform the user departments and Company representatives of the progress and completion of tasks. Ensure that all the maintenance and operation services are provided efficiently within specified time wherever prescribed or as directed by SAUDI ARAMCO.
- Generate data and reports as required by SAUDI ARAMCO.
- Dispatches the requests directly to the concerned agencies through appropriate venues and communication lines.
- Answer customer queries on work updates.
- Receives and updates completed tickets from the Craft Supervisors.

LIC Agent Office, India

January 2009 till March 2012

Computer Operator

Duties & Responsibilities:

- To update the New Policy data in the system.
- Answer customer queries on the new policy plan, old policy & for the other related information of LIC.
- Documentation.

PERSONAL DETAILS

Birth Date: 17th January, 1988

Nationality: Indian

Religion: Islam

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Email Address: chogleshoheb1788@gmail.com

Passport No.: N6220010

Current Address: **1015, Masakin WASL, Al Qusais 1, Dubai**

ACADEMIC QUALIFICATION

Degree Name	Year
S.Y. BSC Computer Science	March 2009
F.Y. BSC Computer Science	March 2008
HSC – 12 th	February 2007
SSC – 10th	March 2005

OTHER QUALIFICATION

Degree Name	Year
MSCIT Exam	July 2007
Certificate in PC Operation	February 2012

THANKS & REGARDS

SHOHEB ABDULGANI CHOGLA