

MOHAMED ARAFAN

STORE INCHARGE

Sharjah, UAE
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SUMMARY

Applying for the post of store assistant in order to utilize my experience in managing inventory levels efficiently while providing top-notch customer service experiences every time

EXPERIENCE

04/2022 –
present

UNION TAXI – SHARJAH, UAE **Store Incharge**

- Handling of Stores Activities at Branch Level.
- Verifying the parts issued Job Cards and close it thru' the Focal system. (Monthly Job Cards to be closed end of the month)
- Preparing the systemize MRS (Material Request Slip).
- Generating systemize Material Issue Note. (MIN)
- Generating Local Purchase Orders (LPO) with Authorized Sign and Co ordinate with the Suppliers.
- Verify the received goods from the Suppliers.
- Generating Material Receipt Notes. (MRN)
- Assign and supervising the work to helper for arranging the received spare parts for allocated place
- Monitoring the parts-Issuing procedure are (Helper's are issuing the parts thru' the Counter to the Technicians and collecting the old parts)
- Generation and Preparation of all Stores Daily MIS reports.
- Verifying the Stock on daily basis as per the Report/ Random Check.
- Allocating racks for storage of items.
- Acquiring Scrap quotations and managing documentation per sale event.
- Out Pass Making for outward material/ Scrap Sales, Etc.,
- Maintaining Workshop Equipment, Special Tools list.
- Handling of Cash Bills and preparing the reports.
- Submitting Cash Invoices/Credit Invoices Reports to the accounts on Daily/Monthly basis.
- Ensure compliance of standard operation procedure.
- Keeping the record of Technician's tools & Consumable items.
- Monitoring and affirmating the health and safety standards in the Stores at all time.

- Coordinating with Workshop Manager/Accounts for day to day activities.
- Coordinating with Store Manager for Store activities.
- Supervise the helper for cleanliness of the Stores.
- Keeping the record of Warranty items and follow up with the suppliers.
- Assign and supervising the work to helper for arranging the spare parts for allocated place
- Co ordinate with IT for Focal Issues.

03/2020 –
11/2021

ZF WABCO INDIA LTD – CHENNAI, INDIA

Quality Inspector

- Communicate daily meeting DRM1.DRM2.DRM3. Responsible for monitoring and maintaining
- Rectifying and control the Quality complainece.
- To monitoring and checking of dispatch goals.
- Enforce safety rules at all times.
- Root cause Analysis for quality compliance.
- Prepare all Required production and quality Reports on Daily basis.To monitoring and verifying all Quality reports daily like; Poka yoke,CLIA.

EDUCATION

2016– 2019

PRIST UNIVERSITY

Thanjavur, India

Bachelor of Technology–Mechanical Engineering

GPA 6.9

CERTIFICATES

2019

NDT–NON DESTRUCTIVE TESTING (LEVEL 2)

SKILLS

- Flexibleness in work place
- Time management
- Able to work in a team
- Adaptability

PERSONAL DETAILS

- Date Of Birth : 01/12/1997
- Passport Details : T7443984
- Nationality : India
- Marital Status : Married

LANGUAGE

- Tamil
- English
- Hindi

DECLARATION

Hereby, I declare the above mentioned details are true to
best of my knowledge