



MEP,Civil,HVAC,WORKSHOP Store Keeper Muhammad Fiaz

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ABOUT ME

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and I am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

LANGUAGE KNOWN

English
Urdu (Native)
Hindi
Arabic
Punjabi

SKILLS

Work

Under Pressure
Inspection and monitoring
Responsiveness
Active listening
Timeliness
Safety Procedures

Personal

Communication
Physical
Organization
Team Player
Quick Learner
Cooperative
Creativity
Social

EDUCATION

MATRIC with Science in 1995

Computer Knowledge (MS OFFICE, Oracle, E Promise, Outlook)

EXPERIENCE SUMMARY

15 Years International Experience as Storekeeper.

Designation	Company	Project	Location	Software
12-12-2022 TO 05-03-2024				
MATERIAL CONTROLLER	ABS METAL CUTTING LLC	DIP-1	DUBAI	OUT LOOK -EXCEL
20-06-2015 to 15-09-2021				
MEP, Civil, HVAC, Workshop Storekeeper	BEC Construction	Madina, Jumoom, Jizan, Abha, ALBAH	Saudi Arabia	Oracle, Excel, E Promise
Nov 2014 to April 2015				
MEP Store Keeper	NPC company	Alain 3000,5000 Villa	UAE	Excel Built Smart Software
Nov 2010 to Sep 2013				
MEP Store Keeper	Al Rajhi Construction	Jazan king Abdullah project	Saudi Arabia	E promise Software
2001 to 2004				
Purchasing officer	E Tech Mechanical	TEXSAS INSTRUMENT INSTITUTE	Malaysia	EXCEL

JOB RESPONSIBILITIES

- Record the Store material receipt & consumption on daily basis.
- Checking the Stock as per records.
- Receiving materials, stocking, recording of receipt, assisting J.E to prepare quality reports of the received material.
- Issue Materials as per the indent for different works.
- General Supervision on the Site regarding wastage of material, improper use of material etc.
- Recollecting any balance/unused materials at the end of the working days.
- Handing over of the charge of material lying in the site premises of the night security personal from the day security guard.
- Update record on display boards and display slates regarding the Stock.
- Prepare fortnightly/Monthly consumption reports jointly with the junior engineers.
- Prepare a list of excess material.
- Update the Stock Periodically
- Maintain Record of Cash Purchase.
- Maintain records of departmental tools, machinery etc on site.
- Follow up with Material Suppliers

PERSONAL INFORMATION

Father Name: Muhammad Abbas (L)
Date of Birth: 15-10-1975
Nationality: Pakistan
Marital Status: Married
Passport No: AG8912964
Expiry Date: 19-01-2025
Visa Status: Work Visa valid 2025
Drive License: UAE, KSA & PAK