



KHURRAM SHERAZ

Storekeeper cum Material
Specialist/ Procurement Officer

My Contact

✉ sherazkhurram36@yahoo.com

☎ +966500586041

📍 Al Madina, Saudi Arabia

Skills:

- Procurement & Material Management
- Inventory Control & Warehouse Operations
- Rebar Handling & Scheduling
- Supplier & Vendor Management
- ERP & Inventory Software
- Team Leadership & Supervision
- Logistics & Coordination
- Documentation & Reporting
- Problem Solving & Time Management
- Knowledge of Construction Materials

OBJECTIVE:

Dedicated and detail-oriented professional with over 8 years of experience in rebar management, procurement, and warehouse operations. Seeking to contribute my expertise in material planning, inventory control, and supply chain coordination to support efficient project execution and organizational growth.

Professional Experience:

China Railway Construction| Rebar Incharge cum procurement Officer (Saudi Arabia)

Feb 2025 to Present

China Civil Engineering Construction | Senior Storekeeper Cum Warehouse supervisor (United Arab Emirates)

Aug 2017 to Dec 2024

Roles and Responsibilities:

Rebar Incharge cum Procurement Officer:

Location: Saudi Arabia

Duration: [Feb 2025 to Present]

Roles & Responsibilities:

- Managed rebar inventory, cutting schedules, and delivery coordination as per project timelines.
- Prepared procurement plans and sourced construction materials in alignment with project specifications.
- Liaised with suppliers and subcontractors to ensure timely delivery and cost efficiency.
- Maintained documentation and compliance with local procurement regulations.
- Coordinated with engineering and site teams to optimize material usage and reduce waste.

Education Background

[Intermediate in Computer Science]

[RWP Board] – [2015]
[Pakistan]

Languages:

- English – Fluent
- Arabic – [Basic]
- [Hindi, Urdu]

Personal Information:

- Nationality: Pakistan
- Date of Birth: 25-08-1994
- Marital Status: Married
- Visa Status: Transferable Iqama / Employment Visa]

Roles and Responsibilities:

Senior Storekeeper cum Warehouse Supervisor

Location: United Arab Emirates

Duration: [2017–2024]

Roles & Responsibilities:

- Supervised daily warehouse operations, including receiving, storing, and issuing materials.
- Monitored stock levels and maintained accurate inventory records in ERP systems.
- Ensured proper handling and storage of construction materials to prevent damage or loss.
- Conducted regular audits and reconciled physical stock with system records.
- Led a team of storekeepers and coordinated with project managers for material requirements.