



MUZAFAR IQBAL

STORE KEEPER

Mob# 00966557093575

Email · muzafariqbal143@gmail.com

OBJECTIVES

To contribute constructively in a highly professional organization that provides opportunities for learning and is growth enriched with competitive working environment that utilizes my full capabilities and provides me with a multi sector exposure.

EXPERIENCE

JULY, 2008 – JUN, 2016

JOB TITLE, STOREKEEPER- SAUDI BIN LADEN GROUP – (SBG -PBAD)

- To exercise general control over all activities in Stores Department
- To ensure safe keeping both as to quality and quantity of materials.
- To maintain proper records.
- To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
- To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
- To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
- To reserve a particular material for a specific job when so required.
- To issue materials only in required quantities against authorized requisition notes/material lists.
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

MARCH, 2018 – MAY, 2020

JOB TITLE, STOREKEEPER- EL SEIF ENGINEERING CONTRACTING COMPANY

- Preparing purchase requisitions & gets approval from the concerned.
- Chasing of LPO and hence to follow the supplier for timely delivery/fetching of materials.
- Keep the updated records of purchased materials on site & submit the reports on Time (Daily/weekly) to as/Commercial department.
- Arrange to maintain the good condition of daily using electrical tools on site with proper documentation.
- Inform the concerned if there is any shortage of certain important materials which may effectively cause inconvenience to work.
- Inform the Project director & managing as about any important matters when came to be noticed.
- Monitor the updating of documents filing & get them ready for any auditing at Anytime.
- Supervise all day to day activities of site store.
- All Materials Transactions (Issuances & Receiving's) in ERP Oracle.

- Follow up Material Inventories.
- Give prior information for materials receiving's to managements.
- Prior information to Q.A/Q.C inspections.
- Manual Logs for all materials.
- Assisting in team work & assignments as required by seniors.

NOVEMBER 2021,– FEB, 2022

JOB TITLE, MATERIAL COORDINATOR- IKAN ENGINEERING SERVICES (PVT) LTD

Materials Management, Supply Chain Management, Inventory Management, Logistics Management, Procurement, Materials, Continuous Improvement and Manufacturing

- Responsible for training, planning and assigning daily work, addressing performance issues, and resolving problems. Develop and maintain departmental work instructions for all tasks.
- Supervise all material at receipt with delivery challan and PO.
- Ensure GRN preparation and forward the same to QA/Accounts. Coordinate with Accounting, Purchasing and QA groups for receipt of materials.
- Manage entire inventory including keeping & updating records, cycle counting, compliance to ISO procedure and process, report analysis, Root Cause Analysis etc.
- Monitor the quantity and quality of material, store all material in good condition as per procedure.
- Maintain identification and traceability for all items
- Monitor and ensure proper delivery schedules and keep track of deliveries on regular basis.
- Maintain record of issuing and receiving Material.
- Making Store requisition of the issuing materials.
- Maintain inventory of the daily issuing and receiving materials.
- Maintain track record of the balance material in the specific location of the site.
- Checking issued material from packing list regarding SRN (Shipping release No.) and P.O (Purchase order).
- Maintaining all the documents of the issuing and receiving materials and submitting the proper authority.
- Coordinating with the office regarding incoming material forecast in the warehouse of the laydown yard of the site,
- Coordinating of the supervisor regarding issuing and receiving of the materials
- Making Timesheet of the supplied employee and submit to the office.
- Making dummy packing list of the material which are missing in the original packing list.

MARCH, 2022 TO UP TO NOW

JOB TITLE, STOREKEEPER- EL SEIF ENGINEERING CONTRACTING COMPANY

- Taking account of incoming and outgoing of goods in the stores departments.
- Monitoring stock card every day of the stock goods from stores and physically checking of all received goods from delivery note of the respective request STO SPR NO. For the accuracy of orders or request.
- Keeping eagle's eyes on the stocks of goods available in the stores like Stationary, Tools, Lifting, Welding and PPE Stores of the stores department.
- Making requests of goods in time with STO SPR which are not stocks.

- Taking care all types of activities like take care of store goods, availability of goods in time, proper care, and also manage the labors and make proper records of incoming and outgoing goods.
- Arranging good warehouse, handling equipment good staff, store keeper, care the proper and damaged / shortage material and maintain the higher stock level / Maximum stock level / reorder stock level.
- Authorizing on the store requisition after verifying requested items.
- Making waybill of the items going from store to another locations or sites.
- Verifying incoming / outgoing and daily stock on hand, follow the delivery schedule as per purchase order or SPR.
- Arranging the inventory of stock every three months and using materials FIFO.
- Preparing the list of fast moving / slow moving items and not usable materials.
- 12. Maintaining proper documents like receipt and issue.
- Preparing inventory of the stock items weekly and aware to the purchase department.
- Coordinating with the purchase department and project Manager.
- Arranging good housekeeping every day in the stores and warehouse.
- Supervise all day to day activities of site store.
- All Materials Transactions (Issuances & Receiving's) in ERP Oracle.
- Follow up Material Inventories.
- Give prior information for materials receiving's to managements.
- Prior information to Q.A/Q.C inspections.
- Manual Logs for all materials.
- Assisting in team work & assignments as required by seniors.

EDUCATION

DEC, 2004

DEGREE TITLE, MATRIC- AJK BOARD OF INTERMEDIATE & SECONDARY EDUCATION MIRPUR

MAY, 2006

DEGREE TITLE, FA I.COM ACCOUNTING- AJK BOARD OF INTERMEDIATE & SECONDARY EDUCATION MIRPUR

SKILLS

- Knowledge of goods or materials in assigned storeroom.
- Knowledge of inventory principles and practices.
- Knowledge of supervisory principles and practices.
- Skill in appropriate use of goods and materials in storeroom, warehouse laydown Area.
- Many Database like MS Access, Oracle and Visual Basic etc..List one of your strengths
- Knowledge of Type Writing of basic buying and purchasing practices
- Knowledge of Shipment documents, Container and Trailers. Knowledge of LC.
- Knowledge in Electronic Document Management System.
- Scanning, Printing, Binding, Filing, Typing & Photocopying.
- Excellent knowledge in MS Word, MS Excel, MS Power Point, Adobe Acrobat Outlook Express and internet Application.

PERSONAL INFORMATION

Father's Name:	Muhammed Irshad Khan
Permanent Address:	Pakistan Azad Kashmir (Poonch Hajira Devi Gali)
Nationality:	Pakistani
Date of Birth:	01 March 1985
Marital Status:	Married
Passport Number:	EY1332713
Place of Issue	Pakistan
Date of Issue:	27 Mar 2017
Date of Expiry	26 Mar 2027
Religion:	Islam
Cell No: PK	00923495394172

LANGUGAES SKILLS (English, Arabic, Urdu, Punjabi & Kashmiri. (Reading, Writing and Speaking)

DECLARATION

I hereby declare that the above furnished details about me are complete & correct to the best of my knowledge.

