

# **JAVED HUSSAIN**

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**VILLAGE-SALDIH PO-KABIRA DIST-SERAIKELA-KHARSWNA JHARKHAND 833220 INDIA**

## **PERSONAL PROFILE**

FATHER'S NAME- JAKIR HUSSAIN

DATE OF BIRTH-15/05/1996

MARITAL STATUS – UNMARRIED

NATIONALITY-INDIAN

## **PROFESSIONAL SUMMARY/ CARRIER GOALS**

Diligent Senior Store Officer / Procurement Co-Ordinator offering 4-5years of experience in thorough, efficient testing and analysis. Improving production processes through streamlined quality standard checks for consistent first-class results.

Looking for new opportunities to work in an organization with maximum potential in a challenging and dynamic environment

To enhance and utilize my professional skills for career growth as well as firmly contribute toward the achievement of mission and values of organization.

## **EXPERIENCE**

Senior Store Officer / Doc Controller from 02/2020 - 12/2022

BAPL ROTOTEC GAMHARIA – JAMSHEDPUR, INDIA

- Maintained detailed and current records of inventory, personnel activities, and business finances.
- Created seasonal sales plans with varying stock and promotional strategies.

Enforced service standards to maintain establishment reputation for excellence.

Established clear budgets with sound controls to keep business operating with optimum finances.

- Followed industry trends and set pricing strategies to maximise business returns.
- Managed stock within set minimum and maximum levels to serve customers without over-extending finances.
- Kept business in compliance with internal controls, industry regulations, and health and safety requirements.
- Evaluated products to select mix meeting current customer demand.
- Formulated marketing and advertising strategies for continuous business growth.
- Oversaw business staffing and training, building successful, customer-focused team.
- Maintained inventory by checking stock to determine supply levels and ordering new supplies.
- Assisted with budget preparations by handling accounts, depositing checks and maintaining ledgers.
- Managed store customer service policy to retain customer loyalty and win new business.
- Audited accounts every month to spot and correct discrepancies.

Used Oracle to stamp, code and enter invoices.

- Reviewed files and records to obtain information to respond to customer requests.
- Worked with managers of different departments to enact new policies and improve front-line store activities.

**Purchasing Assistant from 01/2023 - 4/2024**

**Al Manar Arabian (Jubail) Marafiq IPD=56 Project Saudi Arabia.**

• Receiving RFQ for non-stock item from project & store and floating queries to supplier  
Getting 3 quotation for each RFQ and making comparison sheet.

- Creating PO in oracle and sharing with supplier by taking approval of concern authority.

Follow up for delivery with supplier.

- Follow up for the VAT invoices with the supplier and requesting store to make in stock in as per deliver qty by matching with DN.
- Preparing credit note for the return material.
- Following for payment from finance of the supplier.
- Following up for the NON-STOCK items from store for the consumable times.
- Filing the tax invoice and DN for each supplier with the PO copy.

**Senior Store Keeper / Purchasing Assistant from 04/2024 - till date**  
**FCS / JV TUNNEL PROJECT NEOM**

- Receiving & inspecting all incoming materials and reconciling with purchase order, processing and distributing documentation with PO; reporting, documenting and tracking damages and discrepancies on order received.
- Arrange for the storage in appropriate places and ensures safe keeping both as to quality & quantity of the materials.
- Store materials, supplies, equipment's etc. according to weight temperature, size, safety precautions or other concerns. Maintains the warehouse, record area and store area in a neat and orderly manner.
- Record the receipt and issue of the material in the respective bin card and store the ledger to indicate the qty of stock held by the store every time.
- Dispense stock from storeroom by measuring, counting add/or cutting requested amounts requiring knowledge and experience handling the goods or materials; documents for billing purposes.
- Review stock / inventory reports and use specialized knowledge of good to estimate needs and order appropriate quantities of standard and special items, recommends and implements addition or deletion to standard stock items.

**SKILLS**

- Process failure analysis
- Cost analysis
- Conformity inspections
- Batch record verification
- Health and safety compliance
- Non-conformance reporting
- Root cause problem-solving
- Technical specification interpretation
- ISO
- Excellent communicator
- Attention to detail
- Microsoft adept
- Analytical problem solver
- Office 365 proficient
- Data recording
- Design conformance
- Product inspection
- Inspection reports
- Calculations and measurements
- Test analysis

**Education**

**DIPLOMA IN MECHANICAL ENGINEERING:** Industrial Engineering and Management 10/2020  
AL KABIR POLYTECHNIC COLLEGE - JAMSHEDPUR

- Industrial engineering and management

**Bachelor of Science:** SCIENCE 09/2018  
KASHI SAHU COLLAGE - SARAIKELLA

**INTERMEDIATE:** SCIENCE 06/2014  
KASHI SAHU COLLEGE - SARAIKELLA

**MATRICULATION:** MATH, HINDI, SCIENCE, HISTORY 05/2012  
SWAMI VIVEKANAND HIGH SCHOOL - JAMSHEDPUR

**Certifications**

- Certified MS OFFICE AND INTERNET APPLICATION, INDO DANISH TOOL ROOM

**PASSPORT DETAILS**

PASSPORT NUMBER: - V3887202  
DATE OF ISSUE: - 22/12/2021  
DATE OF EXPIRY: - 22/12/2031  
PLACE OF ISSUE: - RANCHI

**LANGUAGES**

HINDI-NATIVE LANGUAGE  
ENGLISH-INTERMEDIATE  
ARABIC-BEGINER  
IQAMA NO- 2562587168