

Position Applied for:
Senior Store Keeper

ADMIN
Logistic Coordinator



Abdul Kaleel
Mohamed Fayas

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Address : New Salata,
Doha

Nationality : Srilankan

D.O.B : 20-10-1980

Driving License: Applicable
in Qatar

Religion : Islam

Marital status : Married

Gender : Male

Languages Known:
Arabic, English, Hindi,
Malayalam, Singalam

Passport no: N3359543

Work Experience in Gulf Countries.

8 years as Logistic Coordinator cum Project Store In-charge in Road Infrastructure and Qatar armed force Projects.

9 years as Sales and Warehouse In charge in Saud & Musa Al - Hedires, Saudi Arabia

Objective:

To seek an excellence in profession, growth in career and be associated with an organization offering a responsible position whereby my experience can be utilization and growth opportunities with the ability to work unsupervised and around the clock, in which I can impart with the team to attain the company ultimate goal in managing Logistic Coordinator/Storekeeper/Administrative in any industry

Key highlights:

- *Successfully completed certificate in Civil Quantity Surveying, Contact by Oxford college of Engineering Applied Studies, Colombo Sri Lanka.*
- *Successfully Completed the Four-Year Course Leading to the NCT Marketing at Technical College Sammanthurai, Sri Lanka.*
- *Successfully completed Diploma in Computer Studies at London Business School Pvt. Ltd Sri Lanka.*
- *Successfully Completed Diploma in Electrical Wiring, Electrical Measurement and Electrical repairing at Vocational Training Authority of Sri Lanka.*
- *Passed Certificate in Computer Application at Myown Computer System Pvt. Ltd.*

Work Experience in Gulf Countries:

Al Bandy Engineering Trading and Contracting Doha Qatar

Position : Logistic Coordinator cum Store in Charge
Project : RIW infra road, Nuaija sewage treatment project P-196,198 & 202
Al Shamal -Ammunition Factory, (QAF) HD -109-01-P198
Duration : April 2013 to Present

Duties & Responsibilities:

- Facilitate the shipping of materials from one destination to another
- Receives products and coordinates delivery
- Prepares loads for shipment
- Takes steps to avoid quality control issues
- Makes sure warehouse capacity is kept at optimal levels
- Manages activities throughout the order fulfilment and transportation cycle to make sure established deadlines are met.
- Continually reviews freight costs, transportation rates, and/or the prices of materials to keep costs down where possible
- Streamlines shipping and transportation processes
- Receiving, moving, checking and storing incoming goods.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and acceptable quality.
- Producing regular reports and statistics on a weekly and monthly basis.
- Selecting space for storage and arranging for good to be placed in the designated areas.
- Making sure that all inventory processes are completed on the same day.
- Maintaining and servicing warehouse tool, machinery and trucks.
- Labelling goods that have arrived at the warehouse.
- Moving and organizing stock.
- Supervising the work of junior staff.
- Ensuring a clean and safe workhouse for staff to work in.
- Record the fuel consumption for Equipment's.

- Removing hazardous products from the warehouse.
- Monitoring stock levels.
- Moving items through the warehouse from receipt to dispatch to customers.
- Accurately updating all data into computer and manual recording systems.
- Leading, motivating, training and developing staff.
- Updating & maintaining computerized & paper based administrative
- Work Closely The Project Management to Handle Many Site Administrative Works
- Provide Daily Administrative support for Project Manager field to Operation Team
- Coordinating with Project Related Heavy Equipment's
- Extensive experience in corporate fleet management and general transport logistics
- Monitor company's fleet of leased vehicles with IVMS
- Generate/provide various reports needed for management decision making

Saud & Musa Al- Hedires, Saudi Arabia

Position : Sales and Store In-Charge
Projects : Automobile warehouse
Duration : March 2003-to- October2012

Saud & Musa Al Hedires (Saudi Arabia): - One of the Leading Company in Saudi Arabia does Road construction and trading all type of Bearing and Mercedes engine spare parts.

Duties and Responsibilities

- Welcomes customers by greeting them, offering them assistance.
- Identifying the customer's needs and demonstrating good product knowledge to customers.
- Instructing price schedules and Special discount rates.
- Maintaining high standards of presentation and cleanliness across the store
- Contacting prospective clients by phone and email.
- Submitting Detailed Proposals and quotations to customers.
- Identifying the stock and out of stock records.
- Overall overseas purchasing and direct dealing with other traders and manufacturers.
- Keeping Store Records up to date
- Maintaining purchase & issue details
- Time to time verification of physical stock.

Work Experience in Sri Lanka :

Ceylon and overseas Trades Pvt. Sri Lanka,

Position : Store In-Charge
Projects : Food and Beverage warehouse
Duration : March 1999-to- February2001

Ceylon and overseas Trades Pvt. Sri Lanka, is a well-known food and Beverages distributor all around Sri Lanka.

Skills & Abilities:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking - Talking to others to convey information effectively.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

Computer Skills:

<i>Word Processors MS Word</i>	<i>Spreadsheet MS Excel</i>	<i>MS Power Point</i>
<i>Computer Hardware Repairing</i>	<i>Data Entry</i>	<i>Mailing and browsing skills</i>

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