

Curriculum vitae



Hamid Khan

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Profession: - Sr. Store Keeper

OBJECTIVE

To work in a reputed organization, which best recognizes my creative abilities and uses my knowledge, skills and talent to help me in my career growth.

ACADEMIC QUALIFICATION

2011 – 2013	Bachelor of Arts (B.A) (Hazara University, Mansehra)
2009 – 2011	Faculty of Arts (F.A) BISE Abbottabad
2004	Matriculation (BISE Abbottabad)

EXPERIENCE

I have got more than 8 Years' experience as a Store Keeper, Logistic officer and Junior Document Controller, demonstrated outstanding organizational skills combined for the significant growth of the company. I worked with a reliable and resourceful person with positive attitude.

Organization: Target Engineering Construction Co. L.L.C

Project: (BAC, Bachelor Accommodation Complex, Ruwais housing-2015)

Client: ADNOC, Abu Dhabi National Oil Company.

Designation: Store Keeper



Organization: Target Engineering Construction Co. L.L.C

Project: (AMC, ADNOC Medical Center Khalidiya, Abu Dhabi- 2015/2016)

Client: ADNOC, Abu Dhabi National Oil Company.

Designation: Store Keeper / Asst: Logistic Supervisor



Organization: Target Engineering Construction Co. L.L.C

Project: (SAC, Shah Administration Complex, Hameem- 2016)

Client: ADCO- Abu Dhabi Company Onshore Petroleum Ltd)

Designation: Store Keeper



Organization: Target Engineering Construction Co. L.L.C

Project: (DBP, DAS Batching Plant, Das Island- 2017)

Client: ADMA- Abu Dhabi Marine Areas

Designation: Store Keeper / Asst: Document Controller



Organization: Target Engineering Construction Co. L.L.C

**Project: (Integrated Gas Development Expansion Phase II (IGD-E2) project,
Das Island- 2017/2018)**

Client: ADGAS- Abu Dhabi Gas Liquefaction Company

Designation: Store Keeper



Organization: Target Engineering Construction Co. L.L.C

Project: (Forte D1D2 Towers, Down town Dubai-2018)

Client: EMAAR Dubai

Designation: Store Keeper



Responsibilities:

- ✓ Lead the team for effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
- ✓ To follow-up overall inventory management.
- ✓ Taking physical inventory once a month to cross check with the monthly inventory report.
- ✓ To ensure recording of the necessary data in ledger and computer on time.
- ✓ Materials receiving and prepared MRR, SIV issue & reporting of stock. Ensure development and management of materials planning functions, create item specific forecasts over a lead-time to be used for effective and efficient inventory management.
- ✓ Ensure indents are raised & proper documentation is completed on a timely basis for requisition of items, Responsible for store keeping, documentation & record keeping.
- ✓ Generate Materials Received Report (MRR) on a timely basis. Input production data according to purchase order in computerized inventory system. Participate in physical inventories by counting stocks.
- ✓ Sourcing of new suppliers & sampling, testing and approval for new development
- ✓ Check material & stock balancing.

Organization: Coronet food Ltd. Hattar Industrial Estate, Pakistan.

Client: Peak Freans Biscuits

Designation: Store Keeper/ Quality Controller (2013-2014)

Responsibilities:

- ✓ Daily production report.
- ✓ Check weight and expiry date of packed items.
- ✓ Maintaining the quality of food products.

Organization: Maskan Guest House Islamabad, Pakistan.

Designation: Store Keeper/ Asst: Manager (2011-2012)

Responsibilities:

- ✓ Customers and public relations.
- ✓ Resolve the problems of customers and guests.
- ✓ Daily Report to owner.

Organization: Worker Welfare Board School for Girls Haripur, Pakistan.

Designation: Care Taker/ Document Controller (2010-2011)

Responsibilities:

- ✓ Maintaining the quality work.
- ✓ Daily Reporting and handling lower staff.
- ✓ Maintain the record related to School Materials, Salary Record, Increments, and vouchers.
- ✓ Administering the controlled documents in accordance to School requirements.

COMPUTER SKILLS & EXTRA COURSES

- MS Office.
- Excellent command over computer.
- Good Reading & Writing Skills.
- Office Automation.
- Diploma in Survey advance.

PERSONAL TRAITS

- Planning & Co-ordination skills.
- Self-Motivated & Confident.
- Hardworking, Honest, Co-operative & ambitious.
- High degree of Adaptability.

PERSONAL DETAILS

Date of birth:	September 24, 1988
Nationality:	Pakistani
Religion:	Muslim
Gender:	Male
Marital Status:	Married
Language known:	English, Urdu
Visa Details:	Employment