



CURRICULUM VITAE

Zakir Hussain

Position Applied for : Material Control Supervisor.

Objective

Assure valid inventory quantities throughout the system for all inventory items and locations (the goal should be 99+% accuracy). Develop and conduct a cycle counting program. Spare Parts, and other stock items supplied and readily accessible. Monitor all inventory transaction processing, Issues and Receipts. Maintaining records and ordering stock at appropriate times, as well as forecasting future stock needs based on orders. Integrate with Engineering, Inventory Valuation Management. Keep track of Inventory balance (Safety Stock - Reorder stock - Maximum Stock) Inventory Reservation in good storage conditions, considering environmental constraints & good material handling.

Receive, distribute and maintain adequate quantities of stocks at all times; Maintain optimal stock levels; Inform the purchase department well in advance about the items that reach the re- order level to order from supplies; Review physical inventories periodically; Maintain stock and consumption records; Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents; Keeps and updates records of good received and issued; Compiles report of expenditure, and monthly stock report; Disposes of expired and waste stock according to the current procedure; Perform related duties and responsibilities as assigned; Promote inventory related awareness programs. To ensure that all activities regarding handling of materials i-e receipt, inspection, storage, preservation before and after installation of any material, protection of material, issuance including return of surplus material and material reconciliation during construction phase go smoothly.

Total Working Experience – 14 Years

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|-----------------|---|--|
| 1) Company Name | : | M.A.Kharafi & Sons (Al Kharafi Construction Co (K.S.C.)Closed Kuwait |
| Position | : | Material Control Supervisor |
| Period | : | 25 th -Jan-2018 to till now |
| Software Using | : | E.R.P (Enterprises Resource Planning Oracle base) |

Working Experience

- | | | |
|-----------------|---|---|
| 2) Company Name | : | Kharafinational (K.S.C.)Closed Kuwait |
| Position | : | Material Control Supervisor |
| Period | : | 10 th -Aug-2010 to 24-Jan-2018 |
| Software Using | : | E.R.P (Enterprises Resource Planning Oracle base) |

Performing the Following Jobs.

- ❖ Store Analysis, forecasting Budgeting, LIFO & FIFO & inventory Management.
- ❖ Material Requisition on the base of approved submittal from Client (prepared through ERP)
- ❖ Material Receiving and physical checking as per approved submittal
- ❖ Material inspection Request (MIR) submission for client approval [prepared through ERP]
- ❖ Negotiating price, Delivery Period, payment terms and Warranty Period.
- ❖ Evaluation of New Suppliers.
- ❖ Purchase Order – Local/International corresponding to supplier & follow up for Delivery.
- ❖ Following up on discrepancies with suppliers.
- ❖ Defective materials sending back and following up with suppliers.
- ❖ Creation of BOM & Work Order Through ERP.
- ❖ Material Issue Voucher (MIV) [prepared through ERP]
- ❖ Return to Supplier Voucher (R.T.S.V) [where ERP is available]
- ❖ Issuance and Control of Tools (Including Office Equipment)
- ❖ Employee Tools Possession Report (generated through ERP)
- ❖ Hand/ Power Tools – Consumables
- ❖ Fixed Asset Hand/ Power Tools
- ❖ Fixed Asset Hand/ Power Tools and Office Equipment Requisition/Return
- ❖ Issuance and Control of Lifting Accessories
- ❖ Transfer/ Return of Lifting Accessories for Testing/ Certification

3)	Company Name	:	Descon Eng. Qatar L.L.C
		:	Pearl GTL SHELL Project. Doha Qatar
	Position	:	Material Controller
	Period	:	16 th Mar-2008 TO 18 th -JUL-2010
	Software Used	:	MMS. (Material Management System)
4)	Company Name	:	J.G.C. Middle east Dolphin Project Ras Laffan Qatar
	Position	:	Material Controller
	PERIOD	:	10 th May -2005 TO 15 th Mar-2008
	Software Used	:	CMS. (Construction Management System)

Performing the Following Jobs.

- ❖ Responsible for all spools management according to systems procedures.
- ❖ To make arrangement of loading, unloading receipt, inspection stacking, issuance of the material in accordance with instruction issued by site Manager/Planning & FEDC Manager.
- ❖ To maintain high standards of QA & QC at his spool yard.
- ❖ Checking, signing and maintaining correct records of all inventory/drawing.
- ❖ To ensure the correctness of all the data feed into the system at site.
- ❖ To arrange checking of physical inventory of the material on quarterly basis.
- ❖ Ensure that spools data is processed within 48 hours of the transaction.
- ❖ To ensure that proper safety arrangements exist at the store according to prevention policy.
- ❖ Co ordination with planning Deptt./Area planner to set the priorities.
- ❖ To make arrangement/maintain record of dispatch, receipt, inspection stacking issuance of the spools to and from painting contractor.
- ❖ In case of spool short or damage, keep record and inform to management.
- ❖ Responsible for Receiving of piping, instrument & equipment material from client & issue to site.
- ❖ Preparation of CMR (Construction Material Requisition) for Subcontractor & maintaining all issuance records.
- ❖ Preparation of "MRR"/Materials Receiving Report" in excel file.
- ❖ Material receiving (Mech., E & I) ENCODING IN EXCEL FILE & issued to subcontractor BY CMIV & KEEPING THE CMIV FOR FUTURE REFERENCE.
- ❖ updating MATERIAL TRANSFER REQUEST & MATERIAL TRANSFER RECEIVING FROM SHAWNASS in CMS.
- ❖ PIPING MATERIAL(RECEIVING, UPDATING IN CMS & ISSUING)THROUGH CMS.
- ❖ updating return material receiving in CMS.
- ❖ updating Dhl & local purchase receiving, ISSUING AND KEEPING RECORD.
- ❖ updating CHEMICAL MATERIAL RECEIVING, ISSUANCE & KEEPING RECORDS, MSDS, MTC.
- ❖ Report directly to the Material Control Manager
- ❖ Responsible for the Co-ordination, operation and Maintenance of the FMCS (Field material control system)
- ❖ Responsible for Material receiving, Issuing and Recording AND Documentation.
- ❖ Ensuring an adequate cataloguing and inventory control function is undertaken.
- ❖ Implementing company policies in report of warehouse matter ensuring safe and healthy workplace.
- ❖ Responsible to execute receiving activities and handover accordance with each category and detail procedure.
- ❖ Monitoring of shipment forecast
- ❖ Arrangement of unloading area
- ❖ Material receiving, material handling
- ❖ Periodic inventory check, Documentation.
- ❖ Handover material to the client.
- ❖ 2 Years spare parts
- ❖ Insurance spare parts
- ❖ Company spare parts.

Scope of Work.

During this period I report to the Material control Manager. Responsible for the co ordination, operation and maintenance of the field material control system and also responsible for material, receiving, issuance and reporting documentation. This activities also responsible to execute receiving activities and hand over the received cargoes to each category subcontractor in accordance with this procedure and each category details.

Permanent Address.

Vill – Bathua Gaddi Tola
 PO – Dharam parsa
 Via – Manjhagarh
 Dist – Gopalganj Bihar, India
 Pin – 841427
 Mobile#+91 7250097294

Present Address.

Al Kharafi Construction Co. W.L.L.

Store Control Dept. Ardiya 6 Block (1) Building 257

Opposite to Ardiya Fire Station, Kuwait

Email-za.zakir@kharafi.com.kw/ zakir150276@yahoo.com

Mobile # +965 94172510

Passport Details.

Passport No. : T8763986
Date Of Issue : 03 Dec-2020
Date Of Expiry : 02 Dec-2030
Place Of Issue : Kuwait

Personal Details.

Father's Name : Mohammed Alim
Mother's Name : Late Hasbunia Begum
Wife Name : Shahjahan Khatoon
Date of birth : 15th Feb 1976
Place of birth : Gopalganj Bihar India.
Marital status : Married
Nationality : Indian
Religion : Muslim
Sex : Male
Language : English, Hindi, Urdu and basic Arabic.

Educational Qualification:-

Highest Educational Qualification : Master of Science. (Chemistry)
University - : J.P. University Chhapra Bihar India
Passing Year : 1999
Bachelor of Science : Bachelor of Science (Chemistry)
University - : J.P. University Chhapra Bihar India
Passing Year : 1997

Technical Qualification:-

- a) Diploma In Computer Software(MS Office- Advance excel, word power point From Aptech Bihar India
- b) Material Management From AICOMAS Chennai India

Training Attended

- c) English typing speed(40 wpm) Bihar India
- d) Safety course(HSES supervision & leadership program) from J.G.C.Middle East Doha Qatar.
- e) GEP - Business Writing
- f) GEP - Communications
- g) GEP - Planning & Organising
- h) GEP - Customer Service & Focus

I Zakir Hussain do here by swear that all information written are true and are based on facts.

Place-----

Date-----

Signature of Applicant