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RESUME

Objective

To use my skills and potentials to Responsible for Project and Consumable material reception, storage, preservation and distribution. Being well organized and disciplined in profession resulting in meeting commitments well in time, is a hallmark of my personality. This is a key asset to being a great team player.

Education

Year: 2014 **Master in Commerce**
(Govt. College University Faisalabad)

Year: 2012 **Bachelor of Commerce**
(Punjab University)

Year: 2010 **Intermediate of Commerce**
(BISE Faisalabad)

Year: 2008 **Matriculation (Science)**
(BISE Faisalabad)

Working Skills

MAJOR FUNCTIONS PERFORMED: (Oil & Gas)

- To prepare and control Material & Service Requests.
- To receive materials and verify against MR / PO and to upgrade specific data and information (i.e.: material codes, new items etc.) into the (SAP/AMOS) system (if available) or inventory list.
- Check availability of MSDS and provide copies to Nurse (Doctor) & Safety Officer.
- To receive and store spare parts, equipment's and materials according to Company's standards and policy. To report any non-conformance related to received materials through the Event Report system.
- Ensure that all spare parts, spare equipment and consumables are at all times correctly stored (as per manufacturers recommendation), marked, properly maintained with easy identification. Prepare reports applicable.
- Establish and maintain at all-time a "Handover Notes" so his relief can quickly get acquainted with the present situation on site.
- Attend to professional / safety training session organized by Company
- Comply with Company and National Regulations. & Safety Rules and correct use of PPE.
- DRSS Requests and Manifest Documents
- Drilling Tools and Communication Devices
- Drill Reports. Daily, Weekly & Monthly Reports.
- Water & Diesel Consumption Report
- **Unloads** incoming trucks, checking quantities against receiving documents and noting discrepancies; stores items according to location guide
- **Fills** requisitions, sales orders, and manufacturing bills of material for a variety of supplies, materials, repair parts, and Company products
- **Uses** hand trucks, or fork lifts to deliver items throughout plant area
- **Responsible** for proper use and care of Company equipment used. Keeps work area clean and orderly. Reports all work difficulties and any necessary maintenance or repairs to supervisor

Technical Skills

- Operating Saipem AMOS (Asset maintenance Operating System)
- Adequate knowledge about computers and its accessories.
- Program installation, Web browsing, downloading, scanning, email.
- Computer Assembling
- MS-Office, MS-Word, MS-Excel, MS-Power Point & MS-Outlook
- Windows Installation 98, Me, 2000, XP, 7, 8 & 10

Experience

Company: Saipem Oil & Energy.
Designation: AMOS Officer (Asset Maintenance Operating System)
Duration: September 2019 to date
Place: (Dammam, Saudi Arabia)

Company: Saudi Aramco. (Contractor Employee)
Designation: Admin Assistant (Oil & Gas projects)
Duration: October 2017 to June 2019
Place: (Dammam, Saudi Arabia)

Company: Selecto Retail.
Designation: Accounts Officer
Duration: January 2017 to September 2017
Place: (Faisalabad, Pakistan)

Company: Paradise Spinning Mills (pvt) Ltd.
Designation: Accounts Officer
Duration: September 2015 to 31 December 2016
Place: (Faisalabad, Pakistan)

Company: Sunder Plast, Faisalabad.
Designation: Accounts Assistant
Duration: June 2014 to August 2015
Place: (Faisalabad, Pakistan)

Company: Masood Textile Mills (pvt) Ltd.
Designation: Assistant - (Main Store)
Duration: April 2012 to November 2013
Place: (Faisalabad, Pakistan)

Language

- English
- Urdu
- Punjab

Personal

Father's Name : Muhammad Rafique
Passport No. : BS1116611
Gender : Male
Marital Status : Single
Nationality : Pakistani
Date of Birth : 05-12-1992
Place of Birth : Faisalabad, Pakistan

INTEREST / EXTRA CURRICULAR ACTIVITIES

- Sports played – Bad Minton and Cricket
- Sports followed – Football, Lawn tennis and Snooker

References

- Will be furnished if required.