 **G H U L A M S A R W A R**

Manama, Bahrain

Mobile # 00973-66717073
E-Mail ghulamsarwar573@gmail.com

**Carrier Objective:**To continue my career with an organization that will utilize skills to benefit mutual growth and success. Obtain a challenging leadership position Applying creative problem solving and fine management skills with a growing company achieve optimum utilization of it sources.

**Profile:**A fully committed, capable and confident Logistic coordinator supply chain, Construction material, inventory controller who possess the required vision, ability, drive and enthusiasm needed for successful management. A highly organized and consistent individual who can quickly comprehended complex officer scenarios in a suitable leadership role.

**Work Experience**

Cebarco Bahrain S.P.C:

Position: Logistic Coordinator

 From March 5, 2017 to Present

 Project Diyar- Al- Muharraq (Primary Infrastructure & Deep Gravity Sewer)
 Project Marassi Galleria (Mall, Car Park, Apartment, Hotel)

* Coordinating and monitoring supply chain operations
* Ensuring premises, assets and communications are used effectively.
* Utilizing logistic to optimize procedures.
* Recruit and coordinate logistics staff according to availabilities and requirements.
* Supervise orders and arrange stocking of raw material and equipment to ensure they meet needs.
* Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
* Arrange Machinery, Equipment and tools using for site operations
* Plan and track the shipment receiving through PO check and arrange the area where the product storage.
* Keep logs and records of warehouse stock, executed orders etc.
* Prepare accurate reports for upper management.
* Coordinate with QA/QC Dept. for material inspection & IR.
* Coordinate with QS Dept. for quantity survey.
* Coordinate for audit team for ISO audit.
* Using Outlook for conversation with the departments.
* Handling all type site machinery & equipment.
* Use ERP, SAP

**G.P.Zachariades** Engineering & Construction Overseas (Bahrain)

**Position**: Logistic Coordinator

 From January 21-2016 to 4-Mrach-2017

 Projects Oncology Center King Hamad Hospital

**KEY DUTIES AND RESPONSIBILITIES:**

* Supervising Loading and dispatching of Materials Responsible for the arrangement of logistics and manpower as and when required.
* Receiving and transferring the materials in yard.
* Preparing GRFs/MTFs/MRFs and getting necessary approvals.
* Updating inventory system and providing the system generated reports as and when require.
* Preparing monthly rental invoices and submitting to Accounts Dept. after getting necessary approvals.
* Coordinating with sites/central stores/head office on daily basis to resolve the queries & issues.
* Responsible for the allocation and movement of all stock and fixed asset which comes under store division
* Utilization of minimum space for maximum storage
* Timekeeping of labor’s on daily basis and submitting time sheets to HR.
* Purchasing site material through petty cash & LPO.
* Handling material in both dept. Civil, MEP
* Co-operate with QA/QC & QS Dept. for inspection & quantity checking.
* Preparing and submitting other management related reports whenever required.
* Receiving Materials from the Supplier as per the LPO
* Receiving Materials from the Center Store as per the GRF
* Issuing materials as per requirement.
* Using Outlook for conversation with the departments.
* In G.P. Zacharides using ERP Dynamic AX 2012
* Coordinate for audit team for ISO audit.

**King builders and developers** (Construction Company Pakistan)

**Position**: Material Controller, Inventory controller from January 2013 to January 2016

King builders is a construction company has developed a track record of success in constructing flats, houses, villas and shopping malls. I report to Construction manager.

**KEY DUTIES AND RESPONSIBILITIES:**

* Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
* Designed and implemented the software for controlling inventory , maintaining the record of

 Local purchase orders for Central.

* Responsible to organize & coordinate mobilization and demobilization of all construction projects
* Supervising the inventory management, regular & monthly stock reports for management
* Supervising/arranging the scrap for scrap collection management team
* Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
* Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to faculty and staff.

Singer Pakistan PVT Ltd (Electronic product Company Pakistan)

**Position**: Accounts officer
 From Feb 2006 to Dec 2012

Singer Pakistan is electronic product company deals all electronic items like refrigerators, television, split ac and many other products I report to accounts manager.
**KEY SKILLS:**

* Examine statements to ensure accuracy.
* Ensure that statements and records comply with law and regulations.
* Working hire purchase department.
* All over country retail outlets hire purchase record good keeping in Microsoft FoxPro software.
* Making debt, credit voucher and invoicing documentation.
* Inspect account book and accounting systems to keep up to date.

**ACADEMIC QUALIFICATION:**

Bachelor of commerce: 2003
Inter in Commerce 2000
Matriculation 1998

***Other Office Skills***

* Microsoft Office suite, computerized accounting system
* Computer Hardware maintenance
* Computer software/operating systems installation
* SAP
* Working on fox pro
* Dynamic AX 2012

***Interest and activity:***

Reading, music, gaming, surfing internet

***Languages:*** *English, Urdu*

***Personal Information***

Nationality **:** Pakistani

Health **:** Excellent

*CPR : 781060575*

Marital Status **:** Married + 2 children *:*

***References*:** Can be furnished upon request