

REZAUL KARIM

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☎ +966572051043

📍 Jeddah, Saudi Arabia



CAREER SUMMARY

Experienced warehouse and supply chain professional with over 9 years in MEP and EPC project environments across KSA. Proven expertise in inventory control, SAP/DANAOS systems, procurement, and warehouse operations. Skilled in material coordination, vendor management, and logistics planning. Adept at streamlining processes, optimizing costs, and maintaining compliance. Committed to operational excellence and delivering efficiency in construction project supply chain management.

WORK EXPERIENCE

East Delta Saudi Company (EDSCO), Saudi Arabia 2024 – Present

Warehouse Storekeeper

- Supervise day-to-day warehouse operations, ensuring timely receipt, storage, and issuance of materials.
- Utilize SAP to manage inventory levels, track transactions, and generate reports.
- Conduct periodic stock counts and reconcile inventory discrepancies.
- Verify incoming materials against purchase orders to ensure accuracy in quantity and quality.
- Maintain warehouse cleanliness, enforce safety protocols, and ensure proper equipment handling.
- Prepare and submit daily, weekly, and monthly material movement reports.
- Coordinate with procurement and site teams for timely delivery and dispatch of materials.

AL-Kifah Contracting Company, Saudi Arabia 2021 – 2023

Document Controller

- Maintained organized and accurate documentation for warehouse activities including delivery notes, gate passes, and material receiving reports.
- Ensured timely submission of procurement delivery schedules and inventory reports to management.
- Implemented document control procedures to ensure version control and data integrity.
- Collaborated with project teams to distribute transmittals and technical documents.
- Archived documents as per ISO and company standards for easy retrieval.
- Tracked incoming and outgoing materials and updated documentation accordingly.
- Managed digital and physical documentation using enterprise systems like SAP and DANAOS.

AL-Kifah Contracting Company, Saudi Arabia 2018 – 2020

Storekeeper

- Received, inspected, and stored materials in compliance with safety and quality standards.
- Issued materials and tools based on job specifications and monitored usage.
- Maintained updated stock records in SAP and coordinated with procurement for reorders.
- Conducted physical inventory audits and adjusted system records accordingly.
- Ensured all inventory movement documentation was complete and accurate.

Third China Chemical Construction Company, Saudi Arabia 2017 – 2018

Storekeeper

- Managed warehouse inventory and ensured availability of required tools and materials.
- Verified delivery documentation and ensured compliance with order specifications.
- Monitored stock movements and maintained accurate records using inventory software.
- Supported warehouse housekeeping and safety compliance procedures.
- Issued tools and consumables to technical teams and tracked their usage.

Abdul Monem Limited (AML), Bangladesh 2015 – 2016

Document Controller

- Handled internal and external document control processes for engineering and logistics teams.
- Maintained filing systems for correspondence, procurement, and delivery records.
- Ensured documentation compliance with organizational standards and audit requirements.
- Provided administrative support for warehouse documentation and reporting.
- Distributed updated documents and ensured obsolete versions were archived.

EDUCATION

Bachelor of Business Studies (BBS)

Brahmanbaria Government College, Brahmanbaria, Bangladesh

Passing Year: 2014

ACHIEVEMENTS

- Successfully managed material inventory at IGCC Air Separation Unit, Jizan
- Oversaw warehouse operations for JEC Commercial Port Onshore, Jizan
- Storekeeper for KFUPM Business Park Project, Dammam
- Led warehouse control at SABIC SERA Project, Jubail

KEY SKILLS

- | | |
|--------------------------------------|-------------------------------------|
| • Warehouse Management | • Physical Inventory Audits |
| • Inventory Control | • Document Handling |
| • Material Receiving & Issuance | • Procurement Coordination |
| • SAP Inventory System | • Tools and Equipment Management |
| • Stock Level Monitoring | • Logistics Support |
| • Safety and Housekeeping Compliance | • Data Entry and Record Maintenance |

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Project)
- Digital Collaboration Tools (Google Docs, Sheets, Slides)
- ERP System Utilization (SAP, DANAOS)

LANGUAGE SKILLS

- Bengali: Native proficiency
- English: Professional proficiency
- Arabic: Fluent
- Hindi & Urdu: Proficient

CORE CAPABILITIES

- Ability to meet any challenge with confidence, determination & sincerity.
- Enjoy working under pressure, in different challenging and creative situations.
- Hard-working capability and retain temperament.
- Strong communication skills, good management, and ability to take leadership.
- Ability to learn quickly and implement efficiently.
- Detail-oriented and able to manage time effectively.

PERSONAL INFORMATION

- Full Name: Rezaul Karim
- Date of Birth: January 02, 1993
- Gender: Male
- Nationality: Bangladeshi
- Religion: Islam
- Marital Status: Married
- Current Location: Saudi Arabia

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

Sincerely

Rezaul Karim

National University

Gazipur, Bangladesh

NUCU: 14-14-052468

NUPC 14- 0649909

Regn. No. : 1567960.....

Session : 2011-12.....



PROVISIONAL CERTIFICATE

Bachelor of Business Studies

This is to certify that Rezaul Karim
Son/Daughter of Md Basir Miah
and Shirly Begum
of B-Baria Govt. College, B. Baria
obtained the Degree of Bachelor of Business Studies
from this University appearing at the Degree (Pass) Examination of 2014
and that he/she was placed in the First division

Date of Printing : October 24, 2016

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.


Controller of Examinations



Certificate of Appreciation

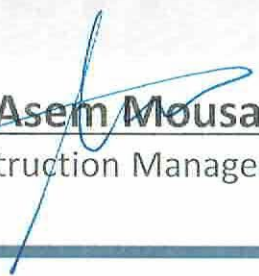
Awarded to

Rejaul Karim

Store Keeper

For achieving the planned target and sustainable performance during construction of JEC – City Commercial Port On-Shore Saudi ARAMCO Project.

Awarded this August 16, 2018.


Engr. Asem Mousa

Sr. Construction Manager


Engr. Moustafa Asaad

Project Manager

KCC-JEC 16081811


Engr. Hayan Chikhali

Sr. Project Manager



C.R. 2051035316

رقم العضوية: ٨٦٥٢٤

فرع شركة تشاينا ناشيونال كيميكال انجنييرنج ثيرد كونستركشن كمباني ليمتد
China National Chemical Engineering Third Construction Co., Ltd.

WHOMSOEVER IT MAY CONCERN

It is our pleasure to write on behalf of Mr. **Rejaul Karim** Son of Mr. **Basir Miah** who has worked full time in our organization in the department of Logistics & Procurement as **Store Keeper** for ASU (Jazan IGCC, KSA) from **March 05, 2017- Dec 15, 2017**.

During this tenure of his work **Mr. Rejaul Karim** remained dedicated to his work. We found him active in whatever task we provided. He is a confident person. He is professionally sound, hard-working and a devoted staff member. He has the motivation to take initiative.

Moreover, I would like to reflect over his conduct during his stay with us. During his service he has remained sincere, reliable, trustworthy, sociable, pleasant and open to challenges. He has a pleasant personality and can efficiently work in a team.

He is leaving her job on his own decision, in-order to further his opportunities.

We wish him all the best in his future endeavors.

Sincerely,

Mr. Chen Chuanjiang
Project Manager
Jazan IGCC/ASU Project of TCC



Certificate of Appreciation

Is awarded to

Rejaul Karim
Storekeeper

ID# 2438835312



In recognition of his contribution towards Project Health & Safety for Excellent Performance on KFUPM – Amaad Business Park Dhahran –Al- Khobar KSA



ENGR SHAKEEL UDDIN ANWAR
(PROJECT MANAGER)



ABDUL AZIZ (PROJECT HSE Manager)

CERTIFICATE OF APPRECIATION



سوق7
SOUQ7



Zuhair Fayed Partnership
Consultants
Architecture, Engineering
and Information Systems



شركة شرق الدلتا السعودية المحدودة
EAST DELTA SAUDI CO. LTD.

Presented to

Rezaul Karim

Store Keeper

For his outstanding contribution in Achieving 2,500,000 Safe Man Hours

At SOUQ7 Project –January 2025

Eng. Mohd Faheem Ghouri
HSE Manager



ID:-4332

Eng. Tamer Fawzy
Project Manager



Date:07/15/2025,

To Whom It May Concern,

Experience Letter

This is to certify that **Mr.Rezaul Karim**, Employee ID: 4332, working as an **Store Keeper** in the Warehouse Department of the company from **06-02-2024** to till date. During his tenure, He demonstrated excellent performance and maintained a professional attitude throughout his time with the company.

With his strong qualifications and extensive experience, **Mr. Rezaul Karim** has been a valuable member of the team. He possesses excellent skills in managing technical tasks and executing work efficiently. In addition to his professional expertise, he is also a friendly and approachable individual.

We are confident that he will be a valuable asset to any organization he joins in the future. We wish him all the best in his future endeavors.

Sincerely,

Mr. Taha Mohammed

