

CURRICULUM VITAE

Muhammed Musthafa

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ADMINISTRATIVE

OBJECTIVE

Looking for a challenging and demanding position in a growth oriented Oil & Gas Equipment Supply Consulting, Contracting, Construction organization trended professional skills and add value to organizational growth and objectives.

PROFESSIONAL SUMMARY

Results-driven Administrative Professional with 11 years of experience in the oil and gas sector, specializing in oil well equipment supply and support operations. Skilled in coordinating procurement, vendor management, logistics, and documentation to ensure seamless supply chain performance for industry leaders such as Baker Hughes. Adept at managing office administration, streamlining processes, and supporting cross-functional teams to meet project deadlines and compliance standards. Recognized for strong organizational skills, attention to detail, and the ability to thrive in fast-paced, high-pressure environments.

PROFESSIONAL EXPERIENCE

1. Name of the Organization: Baker Hughes, Modon Facility, KSA
Client: Saudi Aramco
Position : Admin
Period : 2022 Feb – 2025 August
2. Name of the organization: Baker Hughes , Dhahran Main base.KSA
Client : Saudi Aramco
Position: Admin
Period : 2018 December - 2022 January
3. Name of the organization: Baker Hughes , Al Ahsa .KSA
Client : Saudi Aramco
Position: Admin
Period : 2013 December - 2018 November

ACADEMIC CREDENTIALS

- Hold Bachelor degree in Business Management affiliated to Mangalore University.
- Diploma in Civil Engineering, ITA, Mangalore
- Pre University from NIOS, Mangalore.
- Grade 10 from AJISES, affiliated to Central board of Secondary Education INDIA

COMPUTER PROFICIENCY

- Familiar with SAP, Microsoft Excel, Microsoft Word, Microsoft Outlook, Microsoft PowerPoint.
- Planning, Scheduling, Time keeping.
- Effective Communication.
- Auditing
- Strong knowledge of database management and records filing systems
- Skilled in data entry, reporting, and document management

ROLES AND RESPONSIBILITIES

- Reporting daily to the Technical Services Manager to highlight the day-to-day field construction activity that has been reported with inventory disputes.
- Counts store inventory for official store records.
- Maintains logs of all products and supplies.
- Checks actual store inventory against computerized records.
- Reports any discrepancies in inventory records to store manager.
- Receives store deliveries.
- Assists in unloading inventory from delivery truck.
- Organizes inventory in stock room.
- Restocks merchandise on sales floor as necessary.
- Files all delivery and inventory receipts.
- Uses inventory software to keep track of orders, returns, and supply.
- Writes up inventory reports detailing any overstock or missing items
- Presents inventory reports at store meetings.
- Ensures that stock room is clean and well organized.
- Moves and restructures organization of stockroom to make space for new inventory.
- Assists in cleaning and organizing the store upon closing.
- Pulls any defective or expired merchandise for return.
- Packs up items for return and creates shipping labels.
- Submits orders for replenishment of inventory.
- Retrieves products from stock room for customers.
- Reviews shipping and receiving documents for accuracy.
- Assists customers on the sales floor in locating items.
- Assists store or inventory manager in devising new ways to reduce shrink and maintain inventory control.

Personal Information

Name: Muhammad Musthafa

Nationality: Indian

Languages Known: English, Hindi, Kannada and Malayalam

Marital Status: Married

Gender: Male

Date of Birth: 09-01-1990

DL Valid

Declaration

I hereby declare that all the above information is correct to the best of my knowledge.

MOHAMMED MUSTHAFA