

CURRICULUM VITAE

ADIL ASGHER

Email Address- asgher.adil@gmail.com

Contact No. - +966593385961

CAREER OBJECTIVE:-

To make the best use of my knowledge and attain a competitive edge in my area of specialization and to bring new creative and constructive ideas into practice.

EDUCATION QUALIFICATION:-

1-B.Sc. (Hons) Geography Completed from A.M.U., Aligarh in 2009.

2-Intermediate Pass from U.P. Board in 2005.

3-High School Pass from U.P. Board in 2003.

TECHNICAL SKILLS AND EXPLOSURE: -

Excellent in M.S. Office (Excel, Word, Power Point), ERP Systems, Internet, etc.

WORKING EXPERIENCES: -

Brief:-	Total of 13 Years' Experience	
1- Engineering & Technology Services (ETS)	4 Years.	(Overseas)
2- CSE Transtel	2 Years.	(Overseas)
3- Brahmaputra Infrastructure Ltd	1 Year.	(Overseas)
4-Serco	7 Months.	(India)
5-Lock & Lock	8 Month	(India)
6-Al-Hajry Overseas. /SPEW	2 Years	(Overseas)
7- Al-Shalawi International Holding Co.	From June-2019 to till date.	

Position : - Warehouse Supervisor/Admin

Company :- Al-Shalawi International Holding Company.

Duration :- From Date 15-June-2019 to till date. (Saudi Arabia)

Working as a Warehouse Supervisor in Al-Shalawi International Holding Company in Central Warehouse House.

JOB RESPONSIBILITIES

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse & Outlets grounds.

- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.
- 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.
- Makes intra- and inter-campus deliveries of requested items Maintains records of all deliveries.
- Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to Facility and staff.
- Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at Auction.
- Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
- Ships cancelled and damaged items back to vendors as appropriate.
- Delivers and sets up furniture for various campus events as requested.
- Handles and documents storage and transportation of hazardous materials.
- Maintains the warehouse, records area and stores area in a neat and orderly manner.
- Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries,
- Making daily inventory report from all the site and reporting to warehouse manager.
- Daily check all the site storekeepers inventory report and the activity and solving the issued.
- Check the all-site stores cost center with the inbound/outbound transactions and making the report for each store and send to warehouse manager.
- Making the timesheet, solving the store employee's accommodation issued, transportation issued and annual vacation request.
- Arranging the transportation for shipping requested materials from the central warehouse for the site project stores and arranging the loading/offloading equipment/labors for transferring materials to project stores.

Position :- Human Resource Admiration / Document Controller

Company: - Al-Hajry Overseas. Co. / SPEW

Duration :- September 2017 – June-2019 (2 Years) Saudi Arabia

JOB RESPONSIBILITIES

- Making Vacation Request/Final Exit Request/..etc.
- Solving Labour problems.
- Solving labours accommodation maintenance problems.
- Updating Daily Labour Report.
- Making Timesheet monthly.
- Sending mail to head office related HR work
- Handling Petty Cash for Vehicle fuel, Office tea stuff, Water, Labour water and labour issue...etc.
- Solving site labours problems.
- Working with Project Manager as an Assistant.
- Submit Mechanical/Electrical Submittal, RFI, and Material Submittal to Consultant.
- Updating log of Submittal documents and meeting document.

Position :- Lab Technician & Warehouse Officer

Company: - Engineering & Technology Services.

Duration :- September 2013 – September-2017 (4 Years) Saudi Arabia

JOB RESPONSIBILITIES

- Rig-site Core Sampling
- Hot Shot Analysis(Poro Perm)
- Water Saturation
- Formation Water Resistivity
- Data Modeling
- Centrifuges
- Mercury Intrusion
- NMR
- Relative Permeability(Rel Perm)
- Chemical Stratigraphy

Performs jobs related to:-

Conventional Core analyses(CCA) Dept.:-

Grain Density, perm and porosity and whole core analysis & core photography, core fixing also working at well sites for Plugging, Core preservation & PVT sampling.

Environmental Lab Test:-

As a Sieve soil test ASTM D 422-63,2007, Description of soil, ASTM Terminology, Unified soil classification (USC) system (from ASTM D 2487), Soil classification (According to ASTM D2487 & D2488-09a), Determination of water content(moisture) of soil, Liquid limit and Plastic limit (Casacrande) ASTM D4318-10.

Position :- Store Incharge

Company :- CSE Transtel

Duration :- September 2011 – September 2013 (2Years) Saudi Arabia

2 Years experience as a Storekeeper in CSE TransTel Engineering Arabia Pte. Ltd, Project-JER-Project Package-10, SATORP Project, Jubail-2, KSA., Client- SUMITOMO Corporation.

JOB 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.
- Makes intra- and inter-campus deliveries of requested items Maintains records of all deliveries.
- Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to Facility and staff.
- Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at Auction.
- Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
- Ships cancelled and damaged items back to vendors as appropriate.
- Delivers and sets up furniture for various campus events as requested.
- Handles and documents storage and transportation of hazardous materials.
- Maintains the warehouse, records area and stores area in a neat and orderly manner.
- Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries,

Position :- Store Keeper	
Company :- Brahmaputra Infrastructure LTD	
Duration :- October 2010 – September 2011 (1 year) India bulls Site, Sector-103, Centrum Park, Daultabat, Gurgaon India, Client- IBC	
JOB 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. ➤ Makes intra- and inter-campus deliveries of requested items Maintains records of all deliveries. ➤ Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to Facility and staff. ➤ Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at Auction. ➤ Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction. ➤ Ships cancelled and damaged items back to vendors as appropriate. ➤ Delivers and sets up furniture for various campus events as requested. ➤ Handles and documents storage and transportation of hazardous materials. ➤ Maintains the warehouse, records area and stores area in a neat and orderly manner. ➤ Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries,	
Position :- Telecommunications Executive	
Company :- Serco	
Duration :- March 2010 – September 2010 (7 months) Gurgaon, India	

Position :- Retail Sales Assistant	
Company :- Lock & Lock	
Duration :- July 2009 – February 2010 (8 months) City Square Mall, Rajouri Garden, New Delhi, India,	

Our Products :- originally specializing in plastic food containers. Lock&Lock offers a wide variety of sophisticated kitchenware, cookware and storage solutions designed to simplify life. Our products are often competing with ones of Tupperware & Rubbermaid depends on product category.

- Airtight Food Storage Plastic Containers
- Porcelain Ceramic Tableware
- Heat Resistant Glass & Ceramic Containers
- Plastic & Glass Kitchen Canisters & Jars
- Plastic and Glass Water Bottles
- Plastic Tea Bottles
- Vacuum Bottles
- Lunchboxes
- Cooler Bags
- Seasoning Cases & Dispensers
- Gravity Cast Aluminum Cookware
- Stainless Steel Cookware
- Cutlery Other Home & Living products
- Decorative Storage Boxes
- Airtight bags & Vacuum Pumps

Trainings: -

Hydrogen sulfide (H₂S) and SCBA training from Total Safety Arabia LTD, K-S-A.

Environmental Studies , Bioremediation and Illumination in house training for Petrokemaya project SABIC.

PERSONAL PROFILE:	
Name	Adil Asgher
Father's Name	Mr. Akhtar Abbas
Date of Birth	5 th Aug 1988
Marital Status	Married
Nationality	Indian
Language Known	Hindi, Urdu, English & Arabic.
Saudi Driving License	Available
Iqama	Transferable.

Place : Dammam

Adil Asgher

Date: