



CURRICULUM VITAE

ZAIN SALEEM

Material Controller/Warehouse Supervisor

Mobile: +966 598503616

Email: Zain3790@yahoo.com



PROFILE

Qualified, conscientious, hard working, young, energetic and a very self-motivated person. Accepts challenging roles and able to work in team environment.

STRENGTHS

Have a strong power to effectively handle tasks with ease and accuracy through a vast knowledge of methods, techniques and skills in functional / related field. Result-oriented person with excellent interpersonal written and oral communication. Can produce maximum volume of work with quality. Can create new ideas to improve work performance for a better output.

OBJECTIVE

As experienced warehouses professional, I would like to Utilize my earlier experience and Knowledge in time of maintaining a Warehouse successfully by taking proper decision related to demand and supply.

EDUCATION

- BBA Hons
- Icom
- Matriculation

IT SKILLS

PGD-IT (1 Year Diploma) in NICON Institute of Computer & Management
Islamabad Pakistan.

Sciences.6th Road Campus Rawalpindi PK from 22-01-2010 - 21-01-2011

COURSE CONTENTS: Computer Application*Operating System (Win XP/Linux)*

C++*Data Communication * Network*Structures * Essentiols* Database Concepts*

Project.SQL/PL-SQL*VB/MS Access*Graphic Designing *Ecommerce *Project*

PERSONAL INFORMATION.

Date of Birth : 03-07-1990

Nationality : Pakistani

Marital Status : Married

Religion : Islam

Health : Excellent

Passport no: : CG5757733

PROFESSIONAL EXPERIENCE

Jan 2023 Till date	Branch Of Sinohydro LTD. Power China Client: SAUDI ARAMCO Position: Material Controller/Warehouse Supervisor Project: Jafurah Field Development Program Industrial Support Facilities
Aug 2018 to Nov 2022	China Petroleum Pipeline (CPP-JPS1-1) Client: SAUDI ARAMCO Position: Material Controller Project: JPS1-1 Pipeline for AH Delivery EPC Project
Sep 2017 to July 2018	NESMA & PARTNERS (ABQAIQ KSA) Client: SAUDI ARAMCO Subcon: Dar Patro Position: Material Controller Project: Onshore Maintain Potential Projects (OMPP) SA-1
Jan 2014 to June 2017	Dragados Gulf (RasTanoura KSA) Client: SAUDI ARAMCO Subcon: Eastern Trading & Const. East Position: Inventory controller Project: HDO (Heavy Diesel Oil) LRF (Loading Rack Facilities)



Job Description / Responsibilities:

- Responsible for refusing unsafe work and for carrying out all work in accordance with the established HSES Safety Standards and Work Practices
- Establishes goals and measure performance of the project materials organization
- Providing and overseeing asset registers and equipment maintenance logs, includes interfacing with the Field Engineering Manager
- Ensure good housekeeping and security of the materials
- Coordinate with Site Logistics Coordinator for heavy lifts, oversized shipments, or materials and equipment requiring special handling upon arrival to the project
- Construct a spreadsheet showing material that has been delivered to site and all outstanding SMPP still to be delivered, also record any missing items
- Supervise the off-loading and storage of equipment and supplies
- Supervise the on-loading from storage and laydown Areas for dispatch to work areas on site
- Coordinate with construction contractor's methods for withdrawing materials and equipment for installation and implement agreed methods
- Knowledge and experience in quality management systems, quality assurance and control
- Good theoretical and practical knowledge of quality systems
- Good knowledge of welding procedures and processes particularly exotic materials
- Strong knowledge of Microsoft Office; Access, Excel, PowerPoint, and Project
- Knowledge of material receipt inspection, discrepancy reporting, inventory control, materials availability check, allocation and issue
- Knowledge and experience from production planning and logistics
- coordinate and expedite movement of materials between departments according to each department's production and shipping requirements.
- Keep track of Consumable materials, Electrical Tools, Equipment's, valves, CS/SS Fittings, Gaskets, Lamination Kit and chemicals and etc where expiry dates are applicable and issue accordingly
- Keeping the material by placing proper wood packing so that to avoid soil contact to material and metal to metal contact of material



- During material offloading check material unit number, module number, received quantity and physical check for Over Short and Defective or Damaged material (OSD Material)
- In case of OSD material same is mentioned on delivery note and packing list and simultaneously follow up is done with supplier to correct it
- Received material documents are clearly file for computer recording and audit propose
- Material Received Report (MRR) is made on the basis of delivery note and packing list
- OSD report is made if incase OSD material found and forward same to concern discipline and supplier
- Responsible for daily warehouse operation, coordinating all yards and warehouse personnel activities and proper storages and preservation
- Undertake Owner's QA/QC checks on received materials and Identify and arrange for any additional inspection.
- Working closely with the Logistic to determine the effective way to receive material (Air, Road or Sea)
- Handling, Storage and Preservation of materials according to Material Standards, Project Specifications, Technical Datasheets, etc.

SKILLS

- Written & oral communication.
- Typing & data entry.
- Creating a database in system.
- Interpersonal phone manners & office etiquettes.
- Windows (2007, 2010), Ms Office, Databases (Fox pro), Corel draw, photo shop, computer hardware repairing, software repairing,& Internet

OTHER SKILLS

- Good Communication skills
- Good interpersonal skill
- Proactive with can do approach
- Hard working & career oriented
- Creative, knowledgeable and oriented.



ZAIN SALEEM

- Able to create and maintain good rapport with customer.
- Research and analytical knowledge.
- Outstanding communication skill including written and verbal.
- Capability to prepare and perform presentation and operational performance records.
- Capable to read and understand transportation documents, charts and maps.
- Computer knowledge related to transportation planning.
- Superb ability to follow instruction and orders by management.

POSITIVE POINTS

- Planner.
- Organizer.
- Leader.
- Controller.
- Hard worker.
- Committed.
- Honest.
- Punctual.
- Obedient.

HOBBIES

- News paper reading
- Column reading
- Playing cricket and badminton
- Reading historical books

LANGUAGE

- knows English , Urdu , Punjabi



References

Available upon request & (attached)

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FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION ISLAMABAD

Serial No. **380462**

Certificate No. **621922/362842**

Roll No. **719797**

Registration No. **0714210133**

Group **SCIENCE**

Attempt (s) **MULTIPLE**

SECONDARY SCHOOL CERTIFICATE EXAMINATION

ANNUAL 2008

Certified that **ZAIN SALEEM**

son / daughter of **SALEEM HUSSAIN**

whose date of birth is **03-07-1990** **3RD** day of

JULY one thousand nine hundred **NINETY**

has qualified for award of **Secondary School Certificate**

at the examination held in the month of **APRIL/MAY** as a **EX-STUDENT**

candidate from **ISLAMABAD MODEL COLLEGE FOR BOYS, F-7/3, ISLAMABAD.**

as per statement of marks given below and has obtained

grade **D** His / Her mark of identification : **CUT MARK ON LEFT EYE**

SUBJECT - WISE STATEMENT OF MARKS

Sr. No	SUBJECTS	Maximum	Obtained
1.	ENGLISH (COMPULSORY)	150	069
2.	URDU (COMPULSORY)	150	081
3.	PAKISTAN STUDIES	075	025
4.	ISLAMIYAT	075	027
5.	MATHEMATICS	100	046
6.	PHYSICS	100	039
7.	CHEMISTRY	100	037
8.	COMPUTER SCIENCE	100	051
TOTAL		850	375

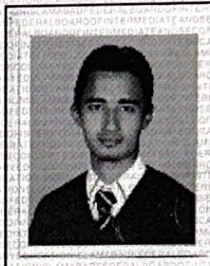
(Marks in words) **THREE HUNDRED AND SEVENTY FIVE ONLY**

Islamabad Dated

April 22, 2009

SECRETARY

Note: This certificate is issued without alteration or erasure. (Grades over leaf)





GRADING FORMULA

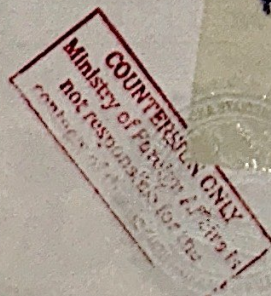
PERCENTAGE OF MARKS	GRADE	REMARKS
80% and above	A-1	Exceptional
70% and above but below 80%	A	Excellent
60% and above but below 70%	B	Very Good
50% and above but below 60%	C	Good
40% and above but below 50%	D	Fair
below 40% to minimum Pass marks	E	Satisfactory

Prepared by: _____

Checked by: GH

16 DEC 2022
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Checked by Tariq Ahmad,
Assistant Private Secretary



Deputy Chairman (Education)
Inter Board Commission of Chairmen
Government of Pakistan
Ministry of Federal Education & Professional Training Islamabad
23 NOV 2022

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION ISLAMABAD

Serial No. **349653**

Certificate No.

204608/056779

Roll No. **580757**

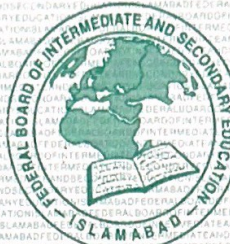
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Group

COMMERCE

FIRST

Attempt (s)



HIGHER SECONDARY SCHOOL CERTIFICATE EXAMINATION ANNUAL 2010

Certified that **ZAIN SALEEM**

Son / Daughter of **SALEEM HUSSAIN**

has qualified for award of **Higher Secondary School Certificate**

at the examination held in the month of **April / May** as a **REGULAR CANDIDATE** from

F. G. COLLEGE OF COMMERCE, H-8/4, ISLAMABAD.

as per statement of marks given below and has obtained grade **D**

His/Her mark of identification: **CUT MARK ON LEFT EYE**

SUBJECT - WISE STATEMENT OF MARKS

S.No.	Subject(s)	MARKS	
		Maximum	Obtained
1	ENGLISH COMPULSORY	200	072
2	URDU COMPULSORY	200	069
3	ISLAMIC EDUCATION	050	025
4	PAKISTAN STUDIES	050	020
5	PRINCIPLES OF ACCOUNTING	200	078
6	PRIN. OF ECON. AND COMM. GEOGRAPHY	150	050
7	PRINCIPLES OF COMMERCE / COMPUTER STUD.	150	085
8	BUSINESS MATHS / BUSINESS STATS	100	053
TOTAL		1100	452

(Marks in words) Four Hundred Fifty Two



Islamabad Dated **June 25, 2011**

SECRETARY

Note: This certificate is issued without alteration or erasure. (Grades over leaf)

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Ministry of Foreign Affairs, Pakistan
HQ10399sh

Checked by Tariq Ahmad,
Assistant Private Secretary

GRADING FORMULA

PERCENTAGE OF MARKS	GRADE	REMARKS
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50% and above but below 60%	C	Good
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below 40% to minimum Pass marks	E	Satisfactory

16 DEC 2022

COUNTERSIGN ONLY
Ministry of Foreign Affairs, Pakistan
not responsible for the
contents of this document

Prepared by: G

Checked by: _____



ATTESTED



ATTESTED
Muhammad
Minister of State (Attestation)
Ministry of Education
Federal Education &
Professional Training Islamabad
23 NOV 2022