

CURRICULUM VITAE

SUBHAN ANSARI (DUBAI)

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Post Applied For - MEP Store Keeper

Objective:

Experienced employee looking for a job Responsibilities as a Store keeper. skilled in Inventory management having worked as a Store keeper in more than two companies. My objective to deliver best service out of me and Its my strength to work under pressure and challenge myself. I am committed to my role and responsibilities through out of my career.

Work Experience: [8 YEAR]

Working as a Storekeeper Smart MEP Solution SESCO LLC (DUBAI) from November 20017 to till now (8 Year)

UAE Project:

- Cayan Cantara Tower Al Barhsa South (Dubai)
- Pre fabrication Modular workshop DIP-1 (Dubai)
- Akoya Oxygen Damac Hill-2, 470villa (Dubai)
- Arabian Ranches III, 430villa (Dubai)
- Damac Hills Silver Spring -3, 212 villa (Dubai)
- Damac Hills Bel Air 190Villa (Dubai)

My Key Strengths Are Expended Below:

- Handling / maintaining MEP main Store and central Store.
- Preparing / Requisition LPO to supplier after client approval of materials.
- Receiving / Storage materials after Self Visual inspection.
- Matching the MEP materials quantity and quality as per requested LPO to supplier.
- Prepare and arrangement of chemical items cold storage to avoid all chemical hazardous.
- Updating MEP materials to inventory (as worked and working in e-PROMIS software.)
- Issuing MEP materials to site as per site requirement
- Balancing MEP materials request / consumption in site and stock available in stores.
- Identify the scrap
- Daily and monthly basis routine checking / monitoring of materials availably condition.
- Preparing GRN and Interlocation of all MEP materials
- Keeping all MEP record in inventory (e-PROMIS and manual card)

Education:

High School passed 2009 [UP BOARD]

Intermediate Passed 2011 [UP BOARD]

Diploma in Computer Application 2013

Computer Skills:

- ERP APPLICATION-**EPROMIS**, Microsoft excel, Microsoft word, outlook express.
- Email & Data entry.

Personal Details:

Name: SUBHAN ANSARI
Father Name: YASEEN ANSARI
Sex: Male
Date of Birth: 15/01/1987
Nationality: India
Marital Status: Married
Religion: Muslim
Language know: English, Arabic, Hindi,

Passport Details:

Passport Number: V 7578335
Issue Date: 14/07/2021
Expiry Date: 13/07/2031
Visa Status: Employment
Visa Expiry: 25/03/2026

Declaration:

I hereby certify that all the information stated are true and correct.