**CURRICULUM VITAE **

**RAKESH SINGH**

**Mail ID: rakeshsingh620199@gmail.com**

**MOB :+919236271200 & +919956620199**

**Subject: Storekeeper & Manager**

**Application for the post of Store Keeper/Manager**

**Objective:**

To pursue a challenging term career in the field of Construction Business as a **Storekeeper/Manager** I can utilize my skills, and innovative ideas & ready to face new challenges.

**Brief Overview:**

Seasoned Store Keeper with expertise in warehousing that exercises general control over all activities in the store department. Knowledgeable in ERP& DMS application and maintenance of proper records. Initiates material requests coming for different construction sites and timely follow-up of the purchase order from different suppliers in order to make sure that there are adequate stores in the store. Conducts actual physical stock inventory.

**Work Experience:**

**Total Experience = Ten Years Eleven months (10.11 Months)**

**Two Years of experience in India Bhopal Construction Company**

**Eight years Eleven Months of experience in Muscat Oman.**

**AL HAJIRY TRADING LLC (PROJECT DIVISION)**

**Completed Projects:**Qurum mosque(Qurum Beech Muscat Oman)

**:** ROP (Royal Oman Police) Station (Lekhuwair Oman)

**:** SEPCO III- Ibri

**:** Duqm Refinery (Petrofac)

**:** Al Bashayer Red meat project (Salalah)

**:** Expansion of Oman Avenues mall Basement & IKEA Outle

**:** (Royal Oman Police)Commercial Mall & Hotel Apartment at AlAnsab

**Education Qualification:**

* Academic Qualification: Graduate in Arts stream

**Computer Proficiency:**

\* Working knowledge of MS office like word, Excel, Build Smart, Power

Point, Internet surfing, **ERP & DMS**

**Responsibilities:**

* Regular monitoring and analyzing different of tools and materials.
* Prepare Purchase Requisition & Issuance form.
* Responsible for receiving & checking company materials deliveries, duties to check the quantity & quality of items received, as per Purchase Order description and specification required.
* MEP all items handling.
* Delivery Note, Gate Pass & Transmittal Form Material Receiving Report.
* Issuing materials and tools neededby the workers.
* Weekly Procurement Delivery Report.
* Accountable tools issued to all workers.
* Encode materials received & issued.
* File maintenance for all outgoing/incoming materials.
* Arrange the certification in the delivery order for the payment process.
* Generating monthly fuel consumption report.
* Hire Equipment Report and Hires Scaffolding Report.
* Shipments received from the port as per the packing list of all types of construction materials.
* Responsible for inputting Material Requisitions in **Causeway.**
* Material Receiving and **GRN** Posting to Company’s System.
* Material Inventory and Monitor Stock Availability.
* Responsible for Weekly and Monthly Material reports to Department Manager.
* Monitor the incoming and outgoing rebar and precast materials.
* In Charge of coordinating & monitoring materials required.
* Arranged and segregate materials in their corresponding location.
* Daily Routine Store work.

**Personal details:**

Name : Rakesh Singh

Father’s Name : Rishal Singh

Date of Birth : 28.03.1993

Sex : Male

Marital Status : Married

Languages Known : Hindi, English&Arabic

Nationality : Indian

**Passport Details:**

Passport No**:** M4114640

Place of issue**:** Kanpur Nagar (U.P)

Date of issue:05.12.2014

Date of Expiry**:**04.12.2024

**Permanent Address:**

Ho.No-07 Doharu, Post. Gujela

Tehsil. Ghatampur Kanpur (Nagar )

Pin.no. 209206 Uttar Pradesh

India

**DECLARATION**

I hereby declare that all information given the above is true to the best of my knowledge and belief.

Place : ( Muscat (Oman ) SIGNATURE

(Rakesh Singh**)**

Date: 30/04/2024