MOHAMMAD SHAHZAD

Mob: 09199213602,

**E-Mail shahzad20004@yahoo.com**

**Objective**:

Seeking a position to utilize my skill in the field of material management; enhancing the company’s productivity and reputation as well as personal growth. Hard working and dedicated professional wanted to meet challenges posed in the industry and to contribute towards the growth of the organization along with self-motivation

Current Location: : Patna India

#### PROFESSIONAL EXPERIENCE (15 years)

**Experience in Handling Materials, purchase, And Ware House management, inventory control, supply chain**

1.Arcon Project Pvt Ltd.

Manager Materials 6 January 2016 to Till Date

Job Responsibilities**:**

* Experienced in computer based materials inventory management system maintaining maximum and minimum quantity of parts as per present operation.
* Procurement, warehousing and receiving/ issuing/ packing/ transportation.
* Achieved cost reduction in yearly procurement of spares and Cost & Schedule Monitoring of projects and individual items. Carryout forecasting and Reconciliation of costs.
* Monitoring Store in charges work
* Communicating with different vendor for better price and quality of the goods and on time delivery
* Using KickOff ERP management system Development system for making purchase order, controlling inventory, Monitoring cost
* Preparing Budget for capital equipment. Working on yearly budgetary items and preparing the same as per operational requirement..
* Visiting Sites for Proper Records of materials and Storage Supervising On site store in charge.

3 JINDAL DRILLING INDUSTRIES LTD. MUMBAI HIGH ON RIG JINDAL STAR NOVEMBER 2013 TO January 2016

Materials Man

* Experienced in computer based materials inventory management system maintaining maximum and minimum quantity of parts as per present operation the MS Project schedules, dispatch schedules.
* Procurement, warehousing and receiving/ issuing/ packing/ transportation.
* Achieved cost reduction in yearly procurement of spares and Cost & Schedule Monitoring of projects and individual items. Carryout forecasting and Reconciliation of costs.
* Preparation of daily/Quarterly cost report
* Doing cyclical inventory.
* Making orders of different parts as per requirement and coordinate with technical hands for good supply of parts
* Making import papers and invoice for sending materials outside India.
* Communicating with different vendor for better price and quality of the goods and on time delivery
* Using Microsoft Navision ERP Purchase requisition, purchase order, receiving parts, controlling inventory, issuing parts to deferent department tracking parts Monitoring cost
* Preparing Budget for capital equipment. Working on yearly budgetary items and preparing the same as per operational requirement..

2 JINDAL DRILLING INDUSTRIES LTD. MUMBAI HIGH ON RIG NOBLE CHARLIE YESTER NOVEMBER 2005 TO DECEMBER2014

Materials Man

* Experienced in computer based materials inventory management system maintaining maximum and minimum quantity of parts as per present operation the MS Project schedules, dispatch schedules.
* Procurement, warehousing and receiving/ issuing/ packing/ transportation.
* Achieved cost reduction in yearly procurement of spares and Cost & Schedule Monitoring of projects and individual items. Carryout forecasting and Reconciliation of costs.
* Preparation of daily/Quarterly cost report
* Doing cyclical inventory.
* Making orders of different parts as per requirement and coordinate with technical hands for good supply of parts
* Making import papers and invoice for sending materials outside India.
* Communicating with different vendor for better price and quality of the goods and on time delivery
* Using SAP SCM ERP Purchase requisition, purchase order, receiving parts, controlling inventory, issuing parts to deferent department tracking parts Monitoring cost
* Preparing Budget for capital equipment. Working on yearly budgetary items and preparing the same as per operational requirement..

3 JINDAL DRILLING INDUSTRIES LTD. MUMBAI HIGH ON RIG NOBLE ED HOLT March 2002 to jun

2005)

Materials Man, .

Job Responsibilities**:**

* Experienced in computer based materials inventory management system Marinating maximum and minimum quantity of parts as per present operation the MS Project schedules, dispatch schedules.
* Procurement, warehousing and receiving/ issuing/ packing/ transportation.
* Achieved cost reduction in yearly procurement of spares and Cost & Schedule Monitoring of projects and individual items. Carryout forecasting and Reconciliation of costs.
* Preparation of daily/Quarterly cost report
* Doing cyclical inventory.
* Making orders of different parts as per requirement and coordinate with technical hands for good supply of parts

Inventory reduction and control through classification and categorisation

* Communicating with different vendor for better price and quality of the goods and on time delivery
* Using SAP material management system ERP 2004 ECC 5.0 Development system for making Purchase requisition purchase order, receiving parts, controlling inventory, issuing parts to deferent department monitoring cost.
* Preparing Budget for capital equipment working on yearly budgetary items and preparing the same as per operational requirement.
* Maintaining MIN MAX in inventory
* Working with Microsoft Navision ERP materials Management system.
* **EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE/CERTIFICATE** | **BOARD/UNIVERSITY** |  |  |
| Graduate | PatnaUniversity, Patna |  |  |
| Intermediate Science | Oriental college Patna |  |  |
| Secondary Examination | Bihar school examination board Patna |  |  |
|  |  |  |  |
| Diploma in Materials Management | from NILEM Chennai |  |  |

TRAININGS:

* Attended material coordinator school at Sharjah.
* Data base material management system
* PSSR : Personal Safety & Social Responsibility
* Personal Survival Techniques
* Fire Prevention & Fire Fighting

OTHER SKILLS:

* Operating systems : Windows.
* Applications : MS-Office.
* Data base management system
* SAP material management system ERP client 500 and 550
* Microsoft Navision ERP

Present Address/PermanentAddress

Mohammad Shahzad

Sultanganj Khanmirza Road,

Patna 800006 (Bihar) India

**personal Data**

Date Of Birth : 17/01/1978

Sex : Male

Nationality : Indian

**Languages known:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Read | Write | Speak |
| English | √ | √ | √ |
| Hindi | √ | √ | √ |