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| **Email:**  **Nadeemfiroz11@gmail.com** Present Address: Al Hofuf, Saudi Arabia  Mob: +966556794325 Permanent Address: Village: Noorahata  Post: Larki Dargah  Dist.: Siwan, State: Bihar.  Pin Code: 841438  Mob: + 91 7250566249 Personal Data: Date of Birth: 26th Feb 1995  Language Known: English, Hindi, Urdu, Arabic  Marital Status: Single  Nationality: Indian  Father's Name: Mr. Firoz Ahmad  Passport no: N 2232580  Date of issue: 04/08/2015  Date of expiry: 05/08/2025  Hobbies: Playing cricket &  Watching Hollywood movies. | NADEEM FIROZ  Diploma (Mechanical Engineering)  Career Objective  Seeking challenging position in **Material coordinator** job with growing organization that can enable me to apply my knowledge, skills and experience in the best interest of organization to further my personal and organization goals. **I have a 05 years vast experience in material coordinator field in abroad.**  Academic Profile  DIPLOMA  Course : Diploma  Branch : Mechanical Engineering  Institution : Punjab Institute of Technical Education Chunni Kalan  University : Punjab Technical University Chandigarh  Year : 2012- 2014  HSC (12th)  Board : Bihar Board.  Subject : Science  Year : 2010-2012    **SSC(10th )**  Institution : M.M URDU HIGH SCHOOL GOPAL GANJ  Board : B. S. E. B Patna.  Year : 2003-2010  **ADDITIONAL CERTIFICATION**   * **AUTO CAD** From CADD Zone, * Mechanical Designing & Drafting   **Knowledge of computer:**  Microsoft Word, Excel, Power Point Page Maker 6.5,  Microsoft Access, Corel etc. |

**PROFESSIONAL EXPERIENCE: 4 YEAR (Gulf Exp.)**

* **Company name : Nesma and Partner Contracting Co. Ltd**
* **Designation : Material Coordinator**
* **Duration : 20 June 2019 to Till Now**

**RESPONSIBILITIES FOR Material Coordinator**

* Substantial experience in inventory control and auditing
* Preparing and maintaining materials receipt note, Material issue note and materials return notes.
* Checking requisition for new orders and submitting the same to the purchase section.
* Solid understanding of material handling procedures
* Technical ability to record and trace shipments
* Sound ability to evaluate inventory levels for clients
* Maintaining records for the company properties, which are being used by employees.
* Maintaining inventory records to be submitted to Accounts section.
* To maintain strong internal costumer relationship with designated company business areas.
* To developed and maintain constructive and cooperative working relationship with other department and agencies.
* Conceptual knowledge of warehousing practices and SAP software
* Generating monthly supply report and presenting the same to top management.
* Checking the market returns as per GRP.
* Checking the incoming and outgoing stocks.
* Dispatches stocks as per requirement.
* Substantial experience in inventory control and auditing.
* Preparing weekly statement.
* Clerical and Admin functions.
* To ensure events, processes and all relevant documents comply with company procedures, policies, regulations and standards.
* Accountable for meeting with customer orders by designing, implementing and monitoring effective procurement schedules.
* Follow and maintain company standards of quality in accordance with company quality system requirements.
* Modified material adjustments in inventory system software.
* Conducted WIP audits and analyzed defective materials.
* Provided assistance in request filling of materials and returning components.
* Assisted in tracking of shipments as per shipment deadlines.
* Prepared shift notes and resolved carrier issues

**PROFESSIONAL EXPERIENCE: 1 YEAR+ (Gulf Exp.)**

* **Company name : LOZAN FIRE SYSTEM L.L.C.(UAE)**
* **Designation : Material Coordinator**
* **Duration : DEC 2017 to Jan 2019**

**RESPONSIBILITIES FOR Material Coordinator**

* Established and prepared product construction directions and locations and information on required tools, materials, equipment, numbers of workers needed and cost projections.
* Inspected received products for any damages before entering them into the system.
* Conducted regular audits of inventory levels across multiple warehouses and locations.
* Communicated effectively with vendors regarding pricing, availability and delivery schedules.
* Utilized computer software programs for tracking inventory levels and scheduling resources effectively.
* Optimized logistics operations by optimizing transportation routes and scheduling pickup times.
* Calculated figures, such as required amounts of labor and materials, manufacturing costs, and wages, using pricing schedules, adding machines, calculators, and computers.
* Analyzed customer purchasing patterns and developed recommendations accordingly.
* Created reports detailing inventory status, costs and usage trends.
* Conferred with department supervisors or other personnel to assess progress and discuss needed changes.
* Responded promptly to customer inquiries concerning product availability or delivery dates.
* Utilized computer systems to input data on incoming and outgoing deliveries.
* Monitored stock levels to ensure timely re-ordering of goods when necessary.
* Developed strategies to reduce material waste and optimize storage space utilization.
* Assisted with loading and unloading trucks as needed; prepared shipments for delivery.
* Performed cycle counts and physical inventories, resolving discrepancies quickly and efficiently.
* Revised production schedules when required due to design changes, labor, and material shortages, backlogs, and other interruptions, collaborating with management, marketing, sales, production, and engineering.
* Monitored inventory levels to ensure timely delivery of materials.
* Maintained files, such as maintenance records, bills of lading, and cost reports.
* Distributed production schedules and work orders to departments.
* Met deadlines while maintaining high-quality deliverable

**PROFESSIONAL EXPERIENCE: 1 YEARS**

* **Company name : Brauni Petro Chemical and Oil Refinery**
* **Designation : Store Keeper**
* **Duration : April 2015 to May 2016**

**PROFESSIONAL EXPERIENCE: 1 YEARS**

* **Company name : Shapoorji and Palanji & co. pvt. Limited**
* **Designation : Store Keeper**
* **Duration : August 2014 to February 2015**

Industrial Training: -

1. 45 days vocational training in ZCC Group of Corporate Training & Technical Education worked as CAD/CAM/CNC at (CHANDIGARH).

Behavioral Characteristics: -

* Commitment to quality & result.
* A mind for planning and co-ordination.
* Sincere in attitude & Belief in team work.

**Declaration: -**

I solemnly declare that the above information is true and correct to the best of my knowledge. I understand that if any information given above is found false my candidature is liable to be rejected.

Date\_\_\_\_\_\_\_\_\_\_

Palace\_\_\_\_\_\_\_\_\_

NADEEM FIROZ