

Curriculum Vitae

SHAD MOHAMMADD BABAR
Hyderabad, India



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Career Objective

To pursue a demanding role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum, alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

Professional Summary

- A competent professional with **17+ years** of successful industry experience as a Material Controller, Storekeeper (Warehouse) IT Recruiter and Software Developer (Java & Php Developer) in Manufacturing, Retail, Oil and Gas and Software Development companies.

My Duties as Material Controller/Storekeeper/Supply Chain Management

- I have been responsible for ensuring that Mechanical, Electricals, Instrumentation and Civil materials, systems, and processes meet quality standards and specifications. I have played a crucial role in maintaining product integrity, preventing defects, and improving overall quality. This involves a range of activities, from inspection and testing to documentation and collaboration.
- My responsibility was to receive Project Materials(Mechanical, Electrical, Instrumentation, Civil) for the upcoming projects.
- Checking the quantity and quality of materials against PO, Packing List and Delivery Note. Arranging all the supporting documents of all the received materials like MTC, COC, PO and MSDS(Material Safety Data Sheet) from Procurement team or sometimes sending email to vendors for the supporting documents.
- Informing QA/QC departments about the receiving of project materials. Providing all the documents to the QA/QC team for the internal inspection done by the QA/QC engineer.
- Doing the material inspection along with the QA/QC team and once they are satisfied then they will raise RFI for external inspection of materials.
- Client QC inspectors will come and inspect all the materials and once they are satisfied they will sign on the RFI which indicates that now we can use the materials in the upcoming projects.
- I have been responsible for the materials preservation as per the ARAMCO rules and regulations like covering of all the materials like Coated Pipes, Valves, Flanges, Cables, Electrical Panels, CP Materials. Segregating of materials as per department like Mechanical, Electrical, Instrumentation and Civil.
- Maintain the materials stacking as per the regulations of ARAMCO. Material preservation is an important part of material controlling. Keep many of the materials like Painting, Instrumentation, Electricals inside the AC container to preserve from sun, air and dust.
- Receiving and inspection process in accordance with the Quality Assurance Measures. Manage and monitor the

SHAD MD BABAR, Hyderabad, India

documentation process. Reviews, verifies regarding the movement of inventory items.

- Annual stock taking. Proper locating and retrieving all Rejected material as well as Damage & Overage.
- Manage Information relevant to the arrival of materials at site and their availability.
- Develop and maintain documentation and procedures for demand planning processes and systems to ensure that material needs and requirements are effectively met.
- Prepares and reports forecast and inventory measurement to communicate it to management.
- Provides leadership, vision, direction and focus to the Purchasing, and Shipping and Receiving Materials Control Functions.
- I was responsible for completing inventory logs, performing equipment checks and ensuring accurate and timely completion of the inventory process.
- My responsibilities were to focus on prioritizing daily activities to ensure that material movement is accurate, efficient, and cost-effective.

MATERIALS HANDLING

Mechanical Materials

- CS Pipes, Valves(Ball Valves, Check Valves...), Flanges WNRF, Blind Flanges, Gaskets Spiral Wound, RTJ Gaskets, Insulating Gaskets, Nipples, Sockolet, Weldolet, Bend(30 Deg, 45 Deg, 60 Deg, 90 Deg), Reducer, Equal Tee, Reducing Tee, Barred Tee, Stud Bolts, Pig Launcher, Pig Receiver, Sand trap, Pressure Relief Valve, Inclined Tee, Butt Welding Elbow, Concentric Reducer, Eccentric Reducer, Coupling, Swage Nipple, Union, Long Radius Elbow, Short Radius Elbow.

Structural Materials

- CS Plates, I Beam, H Beam, CS Angles, Gratings.

Electrical Materials

- Cables(Power cables, Instrument cables, Earthing Cable) Indoor & Outdoor Termination Kits (Raychem), Cable Trays, Heat Tracing Cable, Heat Shrinkable Sleeves, Safety valve control panel, Conduit Fittings, Switchgears, Motor starters, Control panels, Lighting Fixtures, Circuit Breakers, Magnetic Starters, Lighting (Explosion Proof), Cabling (Connectors & Glands), Panel Boards, Transformers, Generating Sets, Contactors, Enclosures, Relays, Switches & Conduit Fittings.

Instrumentation Materials

- Seamless Straight Tubing, Seamless Coiled Tubing, Pressure Transmitters and Gauges, Temperature Transmitters and Gauges, Differential Pressure Gauges, Pressure Gauges, Differential Pressure Transmitters, Pressure Switches, Heat Detector, Smoke Detector, Flame Detectors, Thermowells, Flow Meters, Level Sensors, Float Level Switches, Control Valves, Flow Meter, Manifold, Needle Valves, Relief Valves.

Skills in Procurement (Supply Chain Management)

- Ability to negotiate contracts.
- Ability to multitask, prioritize, and manage time efficiently
- Excellent communication skills.
- Accurate attention to detail.
- Goal-oriented, organized team player.
- Ability to work well with management and staff at all levels.
- Ability to determine the firm's purchasing needs.
- Ability to find a supplier who will best satisfy purchasing needs.
- Negotiating and making the purchase.
- Communicating the purchase decision to the supplier and to relevant personnel within our firm.
- A follow-up procedure for evaluating our procurement decisions.



Academic Qualification

Academic Qualification	Passing Division	Passing Year
MBA, Master of Business Administration Osmania University, Hyderabad, India Specialization: HR/Marketing	First Division	Aug'2013
MCA, Master of Computer Application Indira Gandhi National Open University, New Delhi, India	First Division	June'2006
BCA, Bachelor of Computer Application Indira Gandhi National Open University, New Delhi, India.	First Division	May'2004

Diploma And Certification

DIPLOMA/CERTIFICATION	Passing Division	Passing Year
DIPLOMA IN SUPPLY CHAIN MANAGEMENT Professional Skills Employment Board Hyderabad, India	First Division	19-04-2024
SAP, Material Management Global Coach IT Hyderabad, India	First Division	2022

Other Certification

- 48 hours training on Programming C++ from **NIIT Patna**, India in the year 2003.
- Advance Diploma in Networking from **BHARAT INSTITUTE OF HARDWARE TECHNOLOG**, Patna in the year 2005.
- Certified in Developing Enterprises Applications & Web Services Using J2EE Technologies from **NIIT**, Hyderabad in the year 2007.
- Core HR Practical Training from **Jeevan School of Computer Sciences**, Hyderabad in the year 2012.



Jobs Summary

Organizations	Designation	Year
C.A.T INTERNATIONAL CO. LTD KSA, Dammam	Storekeeper	1 st Oct 2022 to till date
STAR CONTRACTING OIL & GAS CO. LTD Republic of South Sudan	Material Controller	14 th Aug 2018 to 6 th Aug, 2022
MOHAMMED A. AL-KHAFRAH & BROS. (DAMMAM, SAUDI ARABIA)	Material Controller	Dec 2014 to 29 th June 2017
Unirail UNITED-RAILROAD CONSULTANTS PVT. LTD., INDIA	Storekeeper.	May 2013 to 19 th Dec, 2014
Magna InfoTech Pvt. Ltd, INDIA	IT Consultant.	Mar 2012 – 5 th April 2013
IQmSoft Pvt. Ltd	Software Developer	May 2007 to Oct 2009

Work Experience

C.A.T INTERNATIONAL Co. LTD

1st Oct 2022 to till date.

Dammam, KSA

Designation: Storekeeper

Job Responsibilities

- Working on **ERP** Inventory Software.
- Receive Store Requisitions from different site stores, Segregate the Store Requisition as per the store type and items category types mentioned in the Store Requisition.
- Arrange materials from Ex-Stocks and prepare MIS/MIV (Material Issue to other Store/Material Issue Voucher) and issue the materials for site stores.
- Encode items with details into the **ERP** and take the print of PR (Purchase Requisition) which is sent to the procurement department for purchasing materials.
- All PR (Purchase Requisition) is sent to the procurement department with transmittal for procurement procedure.
- Create a new part number of items into the ERP if not available.
- Making MRT (Material Return to Store) if we are sending Tools/Equipment to other vendors for calibration, repair & galvanizing.
- Making MIL (Material issue to loan) For calibration, repair & Galvanizing to supplier. Issuing Loading Note to the vendors who come to our store to collect equipment / tools.
- Making changes into the Purchase Requirement as per the email from the procurement team. Updating of Purchase Requisition as per the Quotation received from different vendors.
- Update Item Description, Project Code, Item Quantity into the Purchase Requisition as per email received from different procurement officers from head office or different sites.
- Following with procurement department for balance materials requested by CSD (Central Store Dammam).
- Maintaining daily Saudi Employee time sheet and send timesheet to the Saudi Timekeeper on daily basis.
- Follow up camp team for any store maintenance activities.
- Reply to the Email inquiries from site regarding material status and updates into the existing PR.
- After receiving any complaints from the site, solve it by following up with the person concerned.
- Supervise counter person along with daily consumable issuance checking.

SHAD MD BABAR, Hyderabad, India

Job Responsibilities

- My responsibility was to receive the **Electrical, Mechanical, Civil and Instrumentation materials** from different vendors. Offloading the containers, opening the containers, and taking out all the materials from the containers.
- Opening all the packaging of materials then matching the materials as per the specifications of materials mentioned in the PO with attached Invoices from vendors.
- Counting all the materials as per the packing list attached by the vendors. Matching the specification of all the materials as per our project requirements.
- Once I am satisfied, then ask the concern engineer for checking the specification of the materials as per the approved drawing and the Purchase Order.
- Once it is inspected, generate the site acceptance report, and send the report to the Head Office. Preparing and mentioning each and everything related to the materials inside that report so that, if there are any wrong materials, this report will be forwarded to vendors and based on this report the vendor will take the actions.
- Before using the materials for the project, we do the inspection of the materials by the PMC inspectors. Once we get the JMIR signed by the inspector we proceed for fabrication of the projects.
- Maintaining all the test certificates, vendor documents, PO etc. of all the received and stock materials. Raising the JMIR of all the materials before starting the project and getting all the materials inspected by the PMC.
- I have been responsible for receiving, storage the materials in good manners inside the containers. Maintaining the stock of the materials and sending it to HO on monthly basis.
- Maintaining receipts, issuing invoices, refilling stocks, doing basic accounting tasks, reimbursing customers, and removing defective or expired items from shelves.
- Responsible for receiving, store, and issue supplies and equipment and compiles records of supply transactions aboard ship. Verifies that supplies or received are listed on demands and invoices.
- Supervise warehouse operations and oversee employees. Check inventory records for accuracy in computer.
- Compile reports on various aspects of changes in production or inventory.
- Keep records of items shipped, received, or transferred to another location. Find, sort, or move goods between different parts of the business.

MOHAMMED A. AL-KHAFAH & BROS.**Dec 2014 to 28th June 2017****Limited Partnership Co.****DAMMAM, SAUDI ARABIA****Designation : Material Controller****Responsibilities**

- I have worked in Store using a desktop application for Inventory Management purpose. As a Material Controller I was responsible for sending the materials to our different branches as per the Delivery Note received from the main branch in Dammam.
- We had around 4 TEXAS Paints shops in KSA, and my responsibility was to receive the Delivery Note and send the materials to the customers as per voucher received from the main branch.
- As per the packing list, I used to receive the materials from our manufacturing site. Receiving the materials and maintaining the stock record. Sending materials to the customer as per the issued voucher by the shops.
- Tracking shipping and receiving orders, inspecting incoming goods, monitoring inventory levels, and coordinating delivery schedules with a sense of urgency.
- Arranging the received materials inside the store category wise so that materials can be taken out comfortably.
- Involved in the yearly auditing of the materials and sending the report to the head office in Dammam. Based on

SHAD MD BABAR, Hyderabad, India

the availability of the materials, making the requisition for the materials to the head office.

- Send the weekly report of available stock to the head office, so that request can be made to the procurement department.

Personal Particulars

Father's Name : Mohammad Salim Khan
Date of Birth : 25-11-1975
Nationality : INDIAN
Language known : Urdu, Hindi, English, Arabic
Marital Status : Married
Present Address : H. No: 16-6-272,273, & 274 (2nd Floor), Osmanpura, Chadarghat, Hyderabad – 500024.

Passport Information

Name : SHAD MOHAMMAD BABAR
Passport No : J9827420, V3216573
Date of Issue : 14/10/2021
Date of Expiry : 13/10/2031

Place: Hyderabad.

Date:

(SHAD MOHAMMAD BABAR)

