**Anser Anwar Basha**

**Mobile # ( 00966 –** **537521585 )**

**Email :** [**anseranwar.basha@yahoo.com**](mailto:anseranwar.basha@yahoo.com)

**Objective**

To obtain a positing in your company where I can contribute my experience and skill for the benefit of my employer.

Experience

**1.DRAKE & SCULL , International Saudi Arabia October 2013 – October2019**

**Senior Storekeeper – MEP. Damman university Project**

**Main Purpose Of Job :- To control warehouse operations in accordance with Company policies & procedures.**

**Job Objectives**

**1. To lead efficiently a team of warehouse personnel  
2. To manage warehouse space effectively in accordance with industry best practice  
3. To provide material receipt, storage and issue service in accordance with company policies**

**& procedures**

**4. To manage stock level in accordance with company policies & procedures  
5. To ensure that fixed asset, tools & equipment and consumable are effectively controlled in**

**accordance with company policies & procedures**

**6. To handle and store hazardous material in accordance with company policies & procedures  
7. To provide professional advice on material to project managers as required.  
8. Maintain standards of safety and comply with company’s health, safety and environment**

**management system requirements.**

**9. Take reasonable care of own health and safety and that of others in the workplace follow**

**And maintain company standards of quality in accordance with company quality system**

**Requirement**

**2 NATIONAL LLC.****ABUD.KHARAFI HABI(UAE)** , September 2010 – April 2012 **Asst. Material Control Supervisor – EPC PROJECT & QTEC-TRADING**

**Main Purpose Of Job :-** **To control warehouse operation in with company policies & procedures**

**Project Handled :-**

**1. EPC Project of capitalization of ABJ fabrication work shop & new logistics base in (ICAD – III ) , 2. QTECH-TRADING ( subsidiary of Kharafinational ) Abu Dhabi Sep – 2010 to Apr - 2012**

**Job Objectives**

**1. To lead efficiently a team of warehouse personnel  
2. To manage warehouse space effectively in accordance with industry best practice  
3. To provide material receipt, storage and issue service in accordance with company policies**

**& procedures**

**4. To manage stock level in accordance with company policies & procedures  
5. To ensure that fixed asset, tools & equipment and consumable are effectively controlled in**

**accordance with company policies & procedures**

**6. To handle and store hazardous material in accordance with company policies & procedures  
7. To provide professional advice on material to project managers as required.  
8. Maintain standards of safety and comply with company’s health, safety and environment**

**management system requirements.**

**9. Take reasonable care of own health and safety and that of others in the workplace follow**

**And maintain company standards of quality in accordance with company quality system**

**Requirement**

**QTECH diversified product portfolio includes:**

**1. Complete range of DI Iron pipes & fittings**

**2. Mechanical products and equipment such as pumps, compressors, valves, gates, penstocks,**

**standard and special types flanges..**

**3. MV Electrical Motors & Variable Speed Drives.**

**4. Electrical equipment including transformers, MV switch, protection & control gears, electrical**

**networks & substation automation systems.**

**5. Automation, instrumentation & control solutions for building & industrial applications including 6. BMS, DCS, SCADA and Flow, Level, Temperature & Pressure sensors, transmitters & switches.**

**7. PV Solar Energy equipment and turnkey PV solar energy projects contacts**

**Smart metering and billing systems..**

**8.Analytical instrumentation & measurement equipment for water & air quality analysis and other**

**fluids & gases analysis.**

**9. Process equipment such as wastewater treatment and waste recycling equipment, gas & odour**

**control equipment.**

**10.Chlorination & disinfection equipment.**

**11. Specialty chemicals for construction**

**3.KHARAFI NATIONAL** *,***Kuwait** , September 2006 – August 2010

**Storekeeper – EPC, MEP, FM & STP PROJECT**

**Main Purpose Of Job :-** **To control warehouse operation in with company policies & procedures**

**Project Handled :-**

**1.EPC Project capitalization of ABJ fabrication work shop & new logistics & waste water treatment**

**Plant Sep – 2006 to Sep - 2008**

**2.MEP Project egaila pumping station Oct – 2008 to Jan - 2010**

**3. FM Project Kharafinational facility management Feb – 2010 to Aug - 2010**

**Job Objectives**

**1. To lead efficiently a team of warehouse personnel  
2. To manage warehouse space effectively in accordance with industry best practice  
3. To provide material receipt, storage and issue service in accordance with company policies**

**& procedures**

**4. To manage stock level in accordance with company policies & procedures  
5. To ensure that fixed asset, tools & equipment and consumable are effectively controlled in**

**accordance with company policies & procedures**

**6. To handle and store hazardous material in accordance with company policies & procedures  
7. To provide professional advice on material to project managers as required.**

4.S.S.O.C. Maintains company, Saudi Arabia . March 1993 – January 2000

Warehouse In charge – MAINTAINCE

**Main Purpose Of Job :- To control warehouse operations in accordance with Company policies & procedures.**

**Project Handled :-**

**1. Maintains Project of Prince Abdullah Air Base Jeddah ( Saudi Arab ) Mar – 1993 to Dec - 1998 2. Maintains project of King Fasial Air Base Tabuk ( Saudi Arab ) Jan – 1999 to Jan - 2000**

**Job Objectives**

**1.  To lead efficiently a team of warehouse personnel  
2.  To manage warehouse space effectively in accordance with industry best practice  
3.  To provide materials receipt, storage and issue service in accordance with Company policies &**

**procedure  
4.  To manage stock levels in accordance with Company policies & procedures  
5.  To ensure that fixed assets, tools & equipment and consumables are effectively controlled in**

**accordance with company policies & procedures  
6.  To handle and store hazardous materials in accordance with Company Safety Policy  
7.  To provide professional advice on materials to Project Managers as required**

**8. knowledge in preparing cataloging**

**5.ELECTROLUX . Abu Dhabi**. Zayed University, April 2002 – April 2005

**Cleaning , Security & Maintains Supervisor**

**Main Purpose Of Job :-** **To co-ordinate the execution of work at site according to Company policies and procedures**

**Project Handled :-**

**1. Maintains & Cleaning Project of Zayed University Abu Dhabi Apr – 2002 to Jul – 2005**

**Job Objectives**

**1. To assign work to Foremen the site work according to job requirements   
2. To assist the site foremen with the coordination of work from all disciplines as dictated by**

**Project needs**

**3. To ensure safety regulations at site meet Customer's and Company's safety requirements**

**4. Knowledge in work scrubbing,polishing,crystallization of the floors & carpet,sofa shampooing**

**& general cleaning, external glass & internal glass cleaning by cradle or scaffolding**

**Computer**

**1.** ERP :- **Enterprise Resource Planning ( Package :- ORACLE – Application JDE Edwards )**

**2.** ERP :- **Enterprise Resource Planning ( Package :- ORACLE – Application 11i )**

**3.** **ATS :- Advance Trading System ( Package :- Tiny Term Emulator Software Application V3.3 Century Software )**

**Most conversant and practically trained and working on ERP & ATS systems in stores**

**Service & Experience Certificate**

**1. Storekeeper Drake & scull International company**

**2. Asst. Material Control Supervisors Kharafinational**

**3. Certificate Of Completion Inventory Transactions Via ERP ( Package :- ORACLE )**

**4. No Objection Certificate From S.S.O.C Saudi Arabia**

**5. In charge Warehouse From S.S.O.C**

**6. Cleaning, Security & maintains Supervisor From Zayed University Abu Dhabi**

**Certificate Issued by : -**  **Campus Director**

* **Emba / Emhca Director**
* **ITi Director**
* **Facilities Coordinator**
* **Assistant Dean**

**Volunteer Experience**

* + **Arranging Conferences**
  + **Health & Wellness Week**
  + **National Day**
  + **Spring Festival**
  + **Breast Cancer Awareness Days**
  + **Tsunami fund raising**
  + **ICDL summer program**

**Appreciation Certificate**

**1.Employee of the month in S.S.O.C. – (Saudi Arabia)**

**2. Appreciation Certificate from Zayed University – (Abu Dhabi) For :**

* **Electrolux Supervisor**
  + **Service**
  + **Cleaning & Security**

**Awards**

**Outstanding Student Service Support Award Zayed University – Abu Dhabi Campus For 2003 -2004.**

**Education Qualification**

**P.U.C, (Plus Two) ( HIGH SCHOOL ) - General Education, March 1987 – Krishnagiri**

**Technical Qualification**

**ITI – (Motor Mechanic) June 1989 - Krishnagiri**

**Languages**

**English,Hindi,Urdu,Tamil**

**Others**

**1.Light Driving License (validity 2027) – From Saudi Arabia**

**2.Light Driving Temporary License (Expired) – From Dubai**

**3.Light Driving License (Expired 2019) – from India**

**Personal Information**

**Father : Anser Basha**

**Date of Birth : 19/06/1968**

**Sex : Male**

**Marital Status : Married**

**Nationality : Indian**

**Passport No. : S3858699**

**Passport Expire : 03/04/2028**