

# **RAJESH KUMAR VISHWAKARMA**

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## **Store Keeper/Material Controller**

### **CAREER OBJECTIVE**

To develop my career as a successful Stores Executive and contribute a Quality output with creative ideas to an organization where there is ample scope for individual as well as organization growth. Aim to contribute to the development of Sultanate of Oman through my job.

### **CAREER SNAPSHOT**

*B.A (Part 1) with 11.7 years of experience including overseas exposure in Oil and Gas & Construction sector.*

- Having experience in Inventory.
- Possessing good knowledge in Store Management.
- Clear and precise planning, presentation of work along with the ability to manage multiple priorities and meet deadlines in a frequently dynamic, changing environment.
- **Hands on experience in SAP, EIP & IT Skills.**

### **CORPORATE SUMMARY**

L & T Electromech LLC, Oman	Store Keeper/Material Controller	May 2012 –till date
Douglas OHI LLC, Oman	Asst. Store Keeper	May 2005 to April 2012
G.M Khan Construction Company	Asst. Store keeper	April 2004 to April 2005

### **ACHIEVMENTS & MILESTONES**

- ✎ Winning the annual HSE rolling trophy period Jan-Dec-2014

### **ORGANISATIONAL EXPERIENCE**

**L&T Electromech LLC. (A PART OF L&T International) from May 2012 to till date.**  
**Designation: Store Keeper/Material Controller**

#### Projects:

- ✎ Construction of Water Treatment Upgrade Project at Daleel Oil & Gas Field.
- ✎ Construction of Saihrawl Depletion Compression Phase-II Project Oil & Gas Field.
- ✎ EPCC of Power Generation & Distribution Facility at Daleel Oil & Gas Field.
- ✎ Construction of Natih Header Pipe Line Project at Daleel Oil & Gas Field.
- ✎ Fixed Roof Field Erected tank at OXY Mukhaizana.
- ✎ Central Store – Bousher. (Muscat)

#### Job Responsibilities:-

- Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per Purchase Order description and specification required.
- Prepare Documents and Report such as;
  - 1) Purchase Request.
  - 2) Goods receipt and issue note.
  - 3) Preparing MR as per site requirement & follow up for receiving the materials.
  - 4) Receives and inspects all incoming materials and reconciles with purchase orders.
  - 5) Keeping the materials in proper way.
  - 6) Issuing materials or equipments as per site request.
  - 7) Updating the inventory of materials.
  - 8) Preparing daily, weekly and monthly reports.
  - 9) Following the Procedure for the store keeper as per the Company Quality System
  - 10) Handling of Products and materials using documents.
  - 11) Maintain stock records for stored materials and Testing Instruments.
  - 12) Preservation of Materials as per the quality & HSE procedures.
  - 13) Maintain the material request and authorized indent.
  - 14) Lead the team of stores crew.
  - 15) Organizing and monitoring the inventory of all incoming and outgoing stocks.
  - 16) Coordinating with all discipline heads for the indenting/receiving/issuing and tagging of materials.

**Douglas OHI LLC. Oman from May 2005 to April 2012.**

**Designation: Asst. Store Keeper / Material Co-ordinator.**

Projects: Power Plant – Sohar.

- : Royal Air force Oman Project – Thumrait Salalah.
- : PAC Qurnalm – PDO
- : City Centre – Qurum (Muscat)
- : Silver House – Ghala (Muscat)
- : German University – Barka (Muscat)
- : Oman residence – Al Khuwair (Muscat)
- : Sheraton Hotel – Ruwi (Muscat)

**Job Responsibilities:-**

- Stores management.
- Preparing PR as per site requirement.
- Receipt, Issue, Accounting of material, posting in stock register.
- Processing of bill to accounts.
- Frequent inspection of material.
- Preparation of stock statement.
- Register keeping and updating of materials entry.
- Site visit and ensure the proper usage of materials.
- Taking action toward misusing of materials.
- Quantity and safety assurance of materials.
- All dispatch activities & Transport arrangement.
- Disposal of scraps in time.
- Labour management (Stores)

**G.M Khan Construction Company (India) from April 2004 to April 2005.**

**Position: Asst. Storekeeper**

**Project: Building Construction**

**Job Responsibilities:-**

- ✍ Individually controlling of store and co-ordination with outstation storekeeper.
- ✍ Material Receipt and issue
- ✍ Preparation of stock statement.
- ✍ Transport arrangement.
- ✍ All dispatch activity
- ✍ Finished goods stock taking every month.
- ✍ Disposal of scraps in time.

**ACADEMIC CREDENTIALS**

- ✍ Bachelor of Art from Awadh University, Faizabad. (Part-I) in 2015
- ✍ Higher Secondary (12<sup>th</sup>) from Uttar Pradesh Examination Board, Uttar Pradesh in 2003.
- ✍ High School (10<sup>th</sup>) from Uttar Pradesh Examination Board, Uttar Pradesh in 2001

**INFORMATION TECHNOLOGY SKILLS**

MS Office, EIP, SAP, Internet

**Personal Information**

Name	:	Rajesh Kumar Vishwakarma
Father Name	:	Radhe Shyam Vishwakarma
Date of Birth	:	15 <sup>th</sup> August 1982
Address	:	Village+post – Deara, Pin: - 228132, District: - Sultanpur State: - Uttar Pradesh Country:-India
Marital status	:	Married
Religion	:	Hindu
Language Know	:	Hindi, English and Arabic.
Passport No	:	L8355883
Valid Date	:	06.05.2014 to 05.05.2024

Strengths:

- Sincere and hard work
- Positive thinking
- Know to deliver the product with Quality, Cost, Time & Safety.

I do hereby confirm that the information given above is true to the best of my knowledge.

Date : 19th Nov'15

Place : Oman

**Rajesh Kumar Vishwakarma**