

CURRICULUM VITAE



Mr. MUBARAK ALI SAYYED

Material Coordinator (Logistics)

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Royal Commission, Yanbu.

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CAREER OBJECTIVE

Aspiring to associate with the Organization that offer me opportunities to grow both as an individual and as a professional and play a construction and effective role in growth of the organization. Development a long-time relationship with the organization.

WORK EXPERIENCE

- ❖ Currently working with ZAHARAN CONTACTOR MAINTENANCE (O & M) as a Material Coordinator Since 2024 to till date.

■ Job Description as given below

1. Take complaint from concern Supervisor regard the Material.
2. Inventory Material through Oracle Software.
3. Take Material from the Royal Commission warehouse.
4. Arranging the Vehicle to pick up the Material RC warehouse.
5. After receiving the Material, Taking an Appointment from the Customer (End User).
6. After finishing the work taking installation report the end user.
7. Making scrap report for PDO or Landfill.
8. Using Oracle check Material in other User (to reducer the Purchase cost).
9. We have bench stock for spare Material for Emergency use.
10. Daily report of issued Material from Bench Stock.
11. And many more etc.

■ MATERIAL PURCHASING & UPDATING.

1. As per our contract have budget planning for purchasing material for the next year.
2. Arranging a meeting all supervisor regarding material updated.
3. As per budget we make material list (CIVIL / PLUMBING / CARPENTRY & HVAC).
4. Data list of the material as per consumption.
5. In market daily material price flexi, making update in on the oracle.
6. Bring Material and updating, etc.

■ ASSET CONTROLLER.

1. Taking yearly inventory.
 2. provides quality control for the Asset Management data
 3. Monitors and confirms financial condition by conducting audits and providing information.
 4. If asset damaged or out of warranty.
 5. Make "PDO "ACCESS SURPLUS REPORT.
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❖ I was working with TAIBA CONTACTOR MAINTENANCE (O & M) as a Material Coordinator for 5 yrs. (2019 to 2024)

■ Job Description as given below

1. Take complaint from concern Supervisor regard the Material.
2. Inventory Material through Oracle Software.
3. Take Material from the Royal Commission warehouse.
4. Arranging the Vehicle to pick up the Material RC warehouse.
5. After receiving the Material, Taking an Appointment from the Customer (End User).
6. After finishing the work taking installation report the end user.
7. Making scrap report for PDO or Landfill.
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❖ I was working with REZAYAT COMPANY LTD as a Material Co –Coordinator for 2.5 years (2017 to 2019).

■ Job Description as given below

1. Take complaint from concern Supervisor regard the Material.
2. Inventory Material through Oracle Software.
3. Take Material from the Royal Commission warehouse.
4. Arranging the Vehicle to pick up the Material RC warehouse.
5. After receiving the Material, Taking an Appointment from the Customer (End User).
6. After finishing the work taking installation report the end user.
7. Making scrap report for PDO or Landfill
8. Using Oracle check Material in other User (to reducer the Purchase cost)

9. We have bench stock for spare Material for Emergency use.
10. Daily report of issued Material from Bench Stock
11. And many more etc.

❖ Worked as A BACK OFFICER (VERTEX GROUP OF COMPANY) for 03years.

■ Job Description as given below

1. I was working for Airtel (postpaid customer).
2. Take complaint through call and updating in ICRM (software used in office).
3. Provide landline and internet via cable.
4. Take Material from warehouse.
5. Arranging the Vehicle to pick up the Material.
6. After receiving the Material, Taking an Appointment.

❖ Worked as a DATA ENTRY OPT (Office Assistant) in 3i InfoTech for 02years.

■ Job Description as given below

1. I was in international Process (check processing)
2. Check the amount
3. Entry data of the cheque (MICR / Account number / Customer Name.
4. Stab amount and address.

EDUCATION QUALIFICATION

- S.S.C
- H.S.C
- B.C.A(NOT COMPELETED)

TECHNICAL QUALIFICATON

- Office automation in MS-office for 6months (MS- word / excel)
- Hardware(A+) & networking(N+)
(with the certificates of ALL INDIA COUNCIL CERTIFIED)
- Typing speed Word & Number 30wpm above
- All above job done through ORACLE & ICRM

ADDITIONAL SKILL

- I can Driving (Pick-Up / Forklift / Diesel Vehicle) but I don't have license.

PERSONAL DETAILS

- Name : Mubarak Ali Sayyed
- Father Name : Natershah Sayyed
- Date of birth : 21st November, 1988
- Marital Status : Married
- Religion : Islam
- Languages Known : English, Arab, Tamil, Hindi, Marathi & Urdu
- Nationality : Indian
- Place of birth : Mumbai
- Hobbies : Playing Cricket, Foot Ball & Reading books

- Passport Details : Passport No- X-6087876
Place of Issue -Jeddah
Date of Issue -14-06-2023
Date of Expiry- 13-06-2033
Iqama: - (Transferable)

"I hereby Declare that all the above given information are True, Correct and Complete to me Best of My Knowledge and Belief."

Place: Yanbu (K.S.A)

Date:

Signature
Mubarak Ali Sayyed