

## **MUNEER.K**

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## **SUMMARY**

I am looking for a challenging job where I can utilize my skills and experience to ensure the safety of personnel and property and I want to learn from the organization and grow with the organization.

## **Academic Qualification:**

### **NEBOSH – IGC (UK) - 2023**

#### **Graduation:**

B.Sc. Chemistry  
S.N College, Kollam, 2009-2012.  
(Kerala University).

#### **Intermediate:**

12<sup>th</sup> Computer Science, 2007-2009.  
A.K.M.H.S. SCHOOL.  
(KERALA HIGHER SECONDARY BOARD).

#### **S.S.L.C 2007.**

K.R.H.S. SCHOOL.  
(KERALA HIGHER SECONDARY BOARD).

## **Work Experience:**

- **Gulf Haulage Rig Move**  
**Saudi Arabia**  
Worked as a SAFETY OFFICER.

**24-12-2018 to 24-12-2022**

## **Duties & Responsibility:**

- Worked closed with manager and supervisor to ensure yard, site's safety carried out routine monitoring.

- Supervise the adoption and implementation of plans, policies, procedures, programs, and systems related to safety and security.
- Identifies hazards and provides technical assistance for safe working conditions and forwards reports to responsible service for corrective action, and tracks to completion.
- Investigates, resolves, and reports on occurrences reported on Incident/Accident Reports.
- Develops and conducts safety training with supervisors and employees
- Facilitates safety meeting meetings in various locations, observes for unsafe acts or conditions, and assist employees in developing hazard identification skills.
- Emphasis on correct PPE usages.
- Inspection and monitoring of Heavy Equipment, Lifting gears and other rigging equipment.
- Safety Induction and orientation for new employees.
- Conducting regular safety meeting with employees to refreshing the safety matter.

➤ **J&P (overseas) LTD**

**28-02-2015 to 20-12-2018**

**Saudi Arabia.**

**KAP-2E-JEDDAH PROJECT.**

Worked as a Storekeeper and SAP Operator (DIV, SRV, and PR Making)

**Duties & Responsibility:**

- Handling / Maintaining Main Store.
- GR Preparation, updating location in SAP, Preservation tagging of received material.
- Preparation of goods receipts notes and assigning Value.
- Visual inspection, quantity and quality check with department personal.
- Identifying hazardous material and locating in designated safe place.
- Updating MSDS file for hazardous materials.

- Maintaining of proper Bin location in SAP.
- Preparing Daily transaction report of material from ware house.
- Routine physical inventory count and maintaining Min- Max level of stock.
- Inventory Control including defining slow & Non-moving items.
- Daily & monthly Report of consumable material status.
- Maintaining box files, reports etc. for proper & accurate records.
- Secure the warehouse, restrict access to non-authorized personal and maintain proper housekeeping at all times.
- Man power handling.

**HSB Super Bazar,  
RP Mall, Kollam.**

From the period 06-03-2014 to 25-01-2015.

Worked as Purchase Assistant.

**Duties & Responsibility:**

- Preparation of goods receipts notes and assigning Value.
- Visual inspection, quantity and quality check with department personal.
- Identifying hazardous material and locating in designated safe place.
- Maintaining of proper Bin location in SOWARE.
- Preparing Daily transaction report of material from ware house.
- Routine physical inventory count and maintaining Min- Max level of stock.
- Inventory Control including defining slow & Non-moving items.
- Maintaining box files, reports etc. for proper & accurate records.
- Secure the warehouse, restrict access to non-authorized personal and maintain proper housekeeping at all times.

**Other skills:**

SAP (System Application & Products on Data processing).

Good knowledge in M.S Office.

**Software:**

Windows 10, 11, Microsoft 365.

### **Strengths.**

- Determined to learn with practical approach
- Hardworking and Punctual.
- Positive attitude towards every aspect and being open minded.

### **Personal Information's**

<b>Nationality</b>	Indian
<b>Date of Birth</b>	31/01/1991
<b>Religion</b>	Muslim
<b>Marital Status</b>	Married
<b>Permanent Address</b>	Thengazhikam, Iqbal Nagar-104, Vadakkevilla, Pallimukku, Kollam.
<b>Pin code</b>	691010
<b>Language Known</b>	English,Hindi,Malayalam,Tamil
<b>Passport Number</b>	X9600343
<b>Place of Issue</b>	TRIVANDRUM.
<b>Date of Issue</b>	22/06/2023
<b>Date of Expiry</b>	21/06/2033

### **Declaration: -**

I do hereby declare that the above given statements are true and correct to the best of my knowledge.

Muneer.k