

IMRAN KHALIL

Mobile No: 0592671881

Email ID: imrankhalil766@gmail.com

Iqama Transferable

WAREHOUSE SUPERVISOR / STOREKPEER

Career objective:

A keen desire to build my career in a reputed organization by offering my best service

Career History:

10 years and four months of total working experience in Saudi Arabia as a Warehouse Supervisor/Store Keeper with **ESEC & MBL Company Saudi Arabia.**

Professional Experience:

1.

- Organization : MBL Contracting Company
- Project : JCD (Jeddah Central Development)
- Job Title : Warehouse Supervisor.
- Duration : Jan 2024 to Sep 2025
- Highlight : Warehouse Supervisor.

2.

- Organization : El Seif Engineering Contracting Company
- Project : MOI Southern Border Housing Compound Farasan Island S-07
- Job Title : Store Keeper
- Duration : March 2016 to July 2019
- Highlight : Appreciation email from Management

3.

- Organization : El Seif Engineering Contracting Company
- Project : Central Warehouse Riyadh
- Job Title : Store Keeper
- Duration : Jan 2015 to March 2016

Duties and Responsibilities:

- Making sure that all aspects of Logistic such as Shipping, Ware housing and procurement are working properly.
- Making sure of timely delivery of Material as per project site requirement.
- Searching supplier and sub-contractor from local market & inter Country and arrange all documents for vendor registration as per ESEC requirement.
- Organizing and monitoring the purchases, delivery, storage and distribution of material.
- Arranging Quotations, making evaluation, preparation of Purchase orders and keeping complete records
- Tracking with suppliers for delivery of material, keeping records of delivery and balances, making Cheque Issuance Memo for payments.

- Maintaining of complete records of purchases, shipments, Ware House receipts, distribution of material to site.
- Follow up for the payments of suppliers, sub-contractors with finance department.
- Managing Cash purchases from local and inter Country markets as per project requirement.
- Cash Claims preparation for settlements of cash purchases and making PO, GRN of same.
- Answering the multiple queries of Suppliers and Sub Contractors and coordination with drivers in transit for offloading at exact location
- Resolves discrepancies in requisitions, purchase orders and delivery reports by contacting vendor requesters.

Technical Skills:

- Computer Programs: **MS Office** – (Specialty in Excel)
- **Build Smart & Fox Pro** (Software's)
- Internet surfing skills for search **DATA**.
- Oracle Cloud ERP (Warehouse Management).

Educational Profile

- Intermediate : Intermediate College Tarkhel – Kashmir Pakistan
- SSC : High School Qillan – Kashmir Pakistan

Strengths:

- Excellent management and administrative skills
- Ability to work in multination environment
- Flexible, adaptable and quick learner
- Ability to lead and move along with the team
- Great tendency to learn new things
- Professional aptitude and time management

Personal Profile:

Name	:	Imran Khalil
Father Name	:	Muhammad Khalil
Date of Birth	:	August 20, 1992
Religion	:	Islam
Nationality	:	Pakistani
Marital Status	:	Single
Language Known	:	English, Arabic, Urdu
Email ID	:	imrankhalil766@gmail.com
Mobile No:		0595671881

Reference:

Reference will be furnished upon request.



**MOI SOUTH BORDER HOUSING PROJECT
FARASAN - SO7, Saudi Arabia**



**CERTIFICATE OF APPRECIATION
ON COMPLETION OF 25 MILLION SAFE MAN HOURS
WITHOUT LTI**

This certificate is awarded to

Mr. Imran Khalil

Store keeper oracle no - 103002



**In Recognition & Appreciation for The Outstanding
HSE Performance at P-1342 on 16, July 2020**

Abdul Ghafoor
Project HSE Lead

HSE Department



HRD.PMO/JIZAN/01/23/- 103002

SERVICE CERTIFICATE

شهادة خدمة

TO WHOM IT MAY CONCERN:

إلى من يهمه الأمر

This is to certify that MR IMRAN KHALIL MUHAMMAD KHALIL. Pakistani. Nationality- Holder of PASSPORT No. (UX4127892) has worked with this company as STORE KEEPER . from 15/01/2015 to 14/01/2023.

تشهد شركة السيف مهندسون مقاولون
المحدودة إن السيد/ عمران خليل محمد خليل
باكستاني الجنسية - ويحمل جواز سفر رقم
(UX4127892) قد عمل بالشركة في وظيفة
أمين مخزن خلال الفترة من
2015/01/15م إلى 2023/01/14.

This certificate is issued upon his request for reference purposes on this date: 18/01/2023.

تم تحرير هذه الشهادة بناءً على طلب المذكور بغرض تقديمها كخطاب توصية، حرر هذا الخطاب في يوم 2023/01/18م.

HR Management



إدارة الموارد البشرية

ELSEIF ENGINEERING CONTRACTING COMPANY

WITH LIMITED LIABILITY SR. 110200-000-00
C.R. NO.: 1010191246, MEMBERSHIP NO.: 147287

HEAD OFFICE

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الشركة الهندسية والعقود

شركة مساهمة محدودة
سجل تجاري : ١٠١٠١٩١٢٤٦ رقم المرفة التجارية : ١٤٧٢٨٧

المقر الرئيسي

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بريد إلكتروني : esec@el-seif.com.sa
الموقع الإلكتروني : www.el-seif.com.sa

HRD/PERS/25/03/2016

To Whom It May Concern

This is to certify that **Mr. IMRAN KHALIL**, Pakistani National, Employee No. 103002 has worked with us as detailed below:

Position : WAREHOUSE STOREKEEPER.
Project : CANTRAL WAREHOUSE RIYADH.
Period : From 15 Jan. 2015 to March 2016.

During his stay, he has proved himself to be hard working, productive, reliable and dedicated person. We wish him best of luck in his future endeavors.

Given this on 25/03/2016



Saud Abdul Aziz Al-Drees
Sr. Director – Corporate Services

BANKERS : Saudi American Bank - Riyadh
Saudi British Bank - Riyadh
AlBank AlSaudi AlFransi - Riyadh

البنوك : البنك السعودي الأمريكي - الرياض
البنك السعودي البريطاني - الرياض
البنك السعودي الفرنسي - الرياض