

Shakeel Ahmed

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Personal Information

Nationality Pakistani
Date of Birth 18th January 1988
Marital Status Married
Visa Status Own Visa (Valid till 11/2023)

Career Objective

Seeking an organization where I can demonstrate my skills & experience to meet the challenges independently or as an ambitious & well-groomed team player with the passion of continuous growth.

Work Experience

Relationship Officer **Mashreq Bank**

Dec 2018 – May 2020

Booking appointments with the registered customers in mashreq neo.
Calling to the customers, re-confirming the booked appointments.
Meeting clients as per the scheduled appointment. If necessary.
Answering all in-coming calls in proper way and assisting them with their queries.
Develop and maintain professional understanding of customer's base to assist.
Conduct evaluation of clients accounts.
Verifying documents and executing account process in the system.
Collect mandatory information to analyze client situation.
Assisting customers on product related queries.
Building good relationship with the clients for future proposal.

Materials Officer **Rose Rayhaan by Rotana**

April 2016 – Sep 2018

Manage all administrative functions of the Materials Department, inclusive of staffing, training and fulfillment of other related duties.
Inform management and department heads on pending items, new procedures, system difficulties and other matters.
Obtain written approval for established stock levels by the Director of Finance and General Manager.
Performs related duties and any assigned projects as and when requested.
Responsible for all administrative function of the Materials Department, Staffing, training and fulfillment of others related duties.
Complete all administrative procedures concerning allocated requests and orders.
Select best price quotations, ensure best quality for all received orders upon order allocation confirmation.
Responsible for physical control of all stores items until issued, fully documented.
Ensure that all issuance (fax) for all approved purchase orders to the respective vendors are delivered on time.
To print the weekly "order Pending Report" to follow up and verify approved requests, items not delivered according to the specified vendors delivery dates.
Provide constant and accurate feedback to the General Manager on market conditions, items availability, seasonal items, delivery lead times and price trends.
Monitors vendors reliability and services,
Establishes new contract with prospective vendors.
Performs related duties and any assigned special project as and when requested.

Ensure that set policy and procedures quotations, documentation, and specification, are being followed and practiced.

Materials Buyer
Rose Rayhaan By Rotana

Nov 2013 – Mar 2016

Responsible for checking the system daily and completing all administration procedures concerning allocated received requests and orders.

Check queries and request clarifications or any concerns regarding received purchase request data, description, units, quantities and specifications.

Responsible for requesting and negotiating best price quotations, ensuring best quality for all received orders and forwarding same for approval, while ensuring the best delivery schedule.

Responsible for the timely handling of the daily market list, allocating orders, checking new items included for price and availability, ensuring approvals for onward vendor order confirmation.

Ensures daily market list timely deliveries, verify and immediate follow up on discrepancies.

Check and ensures that all approved & authorized purchase orders are timely forwarded (faxed or delivered) to the concerned vendors.

Responsible for verifying and follow up on all pending orders (approved & under approval) through system reports and/or by reporting any concerns.

Investigates and clarifies price, quantity and quality discrepancies with the approved order being reported upon delivery by the vendors.

Responsible for reviewing and updating all personally entered (locked) price quotations, quotes validity and supplier's data in the system.

Advises through market knowledge, special offers, discounted products, cost saving substitutes and possible brand shortages, serving the benefit of the property.

Monitors vendors' reliability and services, establishes new contacts with prospective vendors and updates data regularly.

Materials Storekeeper
Khalidiya Palace Rayhaan By Rotana

Nov 2010 – Oct 2013

Check daily with the coordination of the Head Storekeeper all system authorized storeroom requisitions for timely preparation and issuance of items.

Prepare all items requested as per the authorized system storeroom requisition for timely pick up by the concerned department.

Ensure proper policy procedures are maintained for all stock items received and issued.

Ensure proper signatories are obtained for all storerooms requisition issues by the departmental authorized personnel and post in the system accordingly.

Responsible for receiving according to the approved order and proper arrangements of all stock items.

Maintain cleanliness, orderliness and functional arrangements of storerooms, cold rooms, stocks and equipment.

Check and record Food & Beverage items expiry dates for follow up purposes.

Assist in storeroom inventories stock taking whenever conducted.

In-charge Warehouse
Konex Traders

Jan 2010 – Sep 2010

Implemented a simple & user friendly MS-Excel Based program for easy traceability of over 1500 plus different surgical instruments in the store.

Introduced the labeling system based upon the product codes for easy identification of the stock packed.

Managed the incoming & outgoing of items in the Store according to ISO 9001 quality Standards

Educational Qualification

Bachelor of Commerce

From The University of Punjab, Lahore, Pakistan

Intermediate Computer Science

From Chenab Group of Collages, Pakistan

Training Attended

On Job Training Certified By ROTANA

Destination Leadership Certified By ROTANA
Managing Colleague Development Certified By ROTANA
Managing Your Career Program Certified By ROTANA
Intermediate Food Hygiene Certified Module 3

Skills

Hands on Basic Office Application Microsoft Windows 98/XP/2000, MS-Word, MS-Excel & MS-Power Point.
Basic Skills in computer aided graphics designing and composing (Corel Draw 10, In Page 2000 Urdu/Arabic composing).
Expert in All types of Internet Applications. (MS-Outlook Express, Eudora Pro, FTP files uploading & downloading, Browsing etc.)

Languages

English Fluent in conversation, reading and writing
Urdu Fluent in conversation, reading and writing
Punjabi Mother Tongue

Other Details

Holding transferable UAE employment visa.
Holding a valid UAE Driving License.