

MOHAMED KASIM SIRAJUDEEN,
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Personal Profile Statement

Motivated and good experienced graduated professional seeking any good position in Procurement and Supply Chain, Stores / Warehouse Operations, Stock Management, Sales and Customer Service, Accounts and Office Administration which will utilize my skills developed through past 20+ years of experiences.

I have positive attitude and business development approach to work hard and strong drive to see things to completion with good results. In my past careers I have achieved my assigned works and goals with exceptional.

Career Experiences

1. **Emirates Airline, Dubai, UAE** - Dec 2002 to Aug '2020 (17+years)
Warehouse and Procurement Coordinator, Procurement & Logistic Dept.,
2. **ETA- Ascon Group, Dubai, UAE** - April 1996 to Nov 2002 (6 ½ years)
Storekeeper / Purchase Assistant.
3. **M/S Sasiakala Textiles Mill Ltd, Kangeyam, Tamilnadu, India.** -
June 1991 to Jan 1996 (5 years) – Accounts and Computer Operator, EDP Dept.

Working Skills

- Coordination of Procurement activities, reviewing the best products, comparing prices, liaising with suppliers, and securing purchase deals.
- Evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.

- Inventory and Stock Management, Warehouse Operations and Supply Chain Management, Storage and Safety Procedures.
- Knowledge in Accounts – Payable, Receivable, Reconciliation – Ledger and Bank statements, Sales & Purchase Register, Debtors register
- Man Power utilization and Time management, Relationship Development, Personnel mentoring, Positive and quick learner, Team work and Result oriented.
- Sales and Client-focused, Organization and Business Operations.
- Excellent Customer Service and very good communication skill.
- Administration and Operational Skills, Files and Records maintenance, Supervision and Organization process improvement.
- Problem solving and multi-task management experience expert.

Computer Skills

- MS-Windows 10 Office Applications (Microsoft Word, Excel, Power point)
ERP – iProcurement in Oracle.

Language Skills

- English - Fluent (Writing & Speaking)
- Hindi - Speaking
- Tamil - Fluent (Writing & Speaking)
- Malayalam - Speaking

Educational Qualifications

- 1986 – 1990 B.Sc., Computer Science, Bharathidasan University, Trichy, Tamil Nadu, India.

- JUL 1986 – DEC 1986 Computer Programing, Apple Computer Education Centre, Trichy, Tamil Nadu, India.

Achievement and Appreciations

- **NAJAM** award received for outstanding performance of new service implemented in supply method.
- Received various end-user department's appreciation mails for outstanding customer service and commitment of on time supplies and services.

Personal Detail

- Date of Birth : 19/06/1969
- Marital Status : Married
- Nationality : Indian
- Visa Status : Resident Visa, Valid up to Jul '2021