

# Curriculum Vitae



**NAME** : M.SUHAIL AHMED  
**MOBILE** : +971 543174534  
**Email** : [Suhailahmed257.sa@gmail.com](mailto:Suhailahmed257.sa@gmail.com)

---

## **Objective:**

To work in a challenging environment to utilize my skills and abilities to achieve greater results and move upward in my career. Above all seeking to achieve the objective and mission of the organization.

## **WORK EXPERIENCE:**

**Al Falah Ready mix LLC.**

**11-Sep-19 to Present**

**Material Coordinator**  
**Abu Dhabi, UAE.**

- Maintaining the proper check and balance of material stock on all the project sites accordingly to avoid any shortage of material.
- Collaborate with various departments to manage efficient flow of materials.
- Managing the stock details and co ordinating to the material team with in time and following the material receivers for the receiving of material properly.
- Monitoring ongoing material stock movement by keeping accurate records and highlighting where any variances occur.
- Collaborate with construction team to schedule all deliveries and manage all delays and ensure compliance to all material requests.
- Prepare required documents and drawings and maintain all files for material delivery sites and prepare efficient work schedule.
- Responsible for maintaining the timely and accurate information of weekly & monthly material status to the management.
- Prepare weekly & monthly reports for all materials and manage transportation of materials from one department to another and prepare all production records on computerized system.
- Posting of Material stock entries in the ERP System accurately.

**08-May-18 to 10-Sep-19**

**Material Receiver**

**Abu Dhabi, UAE.**

- Maintains inventory by identifying, labeling, and placing materials and supplies in stock; recording location of inventory.
- Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.
- Maintains in-process inventory at work centers by delivering and opening materials and supplies.
- Documents materials and supplies disposition by recording units delivered and location of units.
- Receives credit-return material and supplies from production by verifying materials and supplies code and lot number and quantity; placing materials in stock.
- Prepares finished stock for shipment by identifying, pulling, packing, crating, loading, and securing product.
- Documents product shipment by recording units shipped.
- Maintains material-handling equipment by completing pre-use inspections; making operator repairs.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications: Organization, Scheduling, Analyzing Information , Dealing with Complexity, Deadline-Oriented, Time Management, Process Improvement, Safety Management, Inventory Control, Lifting, Data Entry Skills

- Worked as In - **Plant Training in LENOVO** ( India ) Pvt. Ltd. ,Chennai , India.
- Worked as **Courier Service Supervisor** in E Com Express Pvt. Ltd., Karaikal, India.

**Total Work Experience - 2 Years**

**Educational Qualification:****Diploma In Electronics & Communication Engineering : (2011 - 2014)**

Percentage scored: **56.5%**

Institution : Karaikal polytechnic college, varichikudy, Karaikal.

University : DOTE

**Secondary School Leaving Certificate (SSLC) – (March 2009)**

Percentage scored: **64%**

**Skills:**

- Good in Time Management.
- Good Commenting skill.
- Excellent Team player with good Communication skill.
- Have office administration skill.
- Fast learning ability.
- Computer Skills( MS OFFICE & DATA ENTRY OPERATOR )

**Personal Profile:**

Nationality : Indian  
Date of Birth : 26-02-1994  
Gender : Male  
Religion : Muslim  
Father's Name : MOHAMED SHAREEF S  
Passport No : N5443005  
Passport Issue Date : 04/01/2016  
Passport Expiry Date : 03/01/2026  
Visa Status : Employment  
Visa Expiry : 23/05/2020  
Marital Status : Single  
Languages : English, Tamil and Hindi

**Declaration:**

Here by, I declare that the details, which I furnished, are true and were furnished in my good conscious.

Yours Faithfully,

**SUHAIL AHMED**