



SHEIK MOHAMED

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Personal Details:

Date of Birth : 14-05-1982
Gender : Male
Nationality : Indian
Marital Status : Married
Visa Status : transfrable
Languages : English,
Hindi,
Malayalam
Arabic
Tamil,

Academic Qualification

BA : Arabic literature
Jamal Mohamed College
Tiruchirapalli (2000-2004)

Skills Highlights

Communication
Team Work
Computer Skills
Management Skills
Customer Service
Problem Solving
Time Management

SUMMARY

- Multi Task Handling personality
- Strong Communication strength with 5 languages.
- A self directed worker with superior time management skills.
- Good experience in FMCG (Eggs & Frozen)
- Quick learner and a great team player
- Well organised, and be able to prioritise work in an efficient manner.
- Profound knowledge of standard office practices, procedures, filing and information systems.
- In-depth ability to display a team approach to problem-solving and/resolution

Professional Experience: 11 Years GCC experience (UAE & OMAN)

Company Profile	: SAMA TEEBA FOOD STUFF (Frozen & Eggs)
Designation	: Sales Coordinator & Administration
Period of service	: January 2020 to December 2020
Company Profile	: Al Nasr Tiles & Cement Products, Sultanate of Oman
Designation	: Store Manager & Sales Coordinator
Period of service	: February 2013 to May 2018. (4 Years)
Company Profile	: Al Nasr Trading & Contracting , Sultanate of Oman
Designation	: Property Manager (Leasing Department)
Period of service	: February 2011 to January 2013. (2 Years)
Company Profile	: National Contracting & Transport Co. (Sharjah, UAE)
Designation	: Admin Executive & Secretary
Period of service	: November 2005 to December 2010. (5Years)

Job Responsibilities: SAMATEEBA Food Stuff,(FMCG) Ummalquwain (U.A.E)

- Check with customers update about new product and price.
- Always keep in touch with market about prices and demand materials.
- Monitor sales activity planning for future develop.
- Arrange meeting with sales team given new ideas and customer comments.
- Keep track customer outstanding and payment details.
- Contact trading customers for orders and payments.
- Visit customers explain about products and offers.
- Co-ordinate with the accounts department for payments terms.
- To control credit period for new customers.
- Coordinate with store for delivery scheduled and transportation.
- Follow up with FIFO systems.
- Prepare daily sales report to submit higher management.

Computer Proficiency

MS – Office
Network
ERP

Stock Controller & Factory Coordinator

Job Responsibilities: Al Nasr Tiles & Cement Products, Sultanate of Oman

- Assist Managers in day to day coordination and management of business operational activities.
- Monitor, control and manage business operation to meet customer expectations and company goals.
- Liaise between customer and management to ensure smooth operation delivery.
- Enter purchase details (vendor's information, invoices and pricing) into internal databases.
- Place orders for machine spares and production raw materials.
- Track shipments and address any delays.
- Assist production manager for stock details and production requirements.
- Coordinate with production team for day to day production requirements.
- Coordinate Material delivery team and drivers to smooth running.
- Preparation of Trip Sheet and bills and other transportation related activities and minimize the cost.
- Liaise with warehouse staff and other internal teams to test products' quality (status upon delivery and storage conditions)
- Keep updated inventory records (including daily sales and production)
- Ensure Materials are delivery on time to customers.

Job Responsibilities: Al Nasr Trading & Contracting, Sultanate of Oman

- Manage all Maintenance teams to give standard quality service to customers.
- Design business plans for assigned properties those suit customers' needs.
- Inspect and arrange maintenance to complete the tasks on time.
- Maintain a positive, productive relationship with tenants.
- Negotiate lease/contracts with contractors & tenants in a timely and reliable manner.
- Advertise and market vacant spaces to attract tenants.
- Collect receivable accounts and handle operating expenses.
- Collecting rents, leasing contracts and security deposit on time from tenants.
- Review and negotiate leases, renewals, expansions and termination.

Job Responsibilities: National Contracting & Transport Co, Sharjah (UAE)

- Answer phone calls and redirect them when necessary.
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
- Prepare and disseminate correspondence, memos and forms.
- File and update contact information of employees, customers, suppliers and external partners.

Property Manager Rental Division

**Project Secretary
Administrative Executive**

- Support and facilitate the completion of regular reports.
- Handling all project documents like BOQ and drawings.
- Check frequently the levels of office supplies and place appropriate orders.
- Coordinate with project teams for smooth running.
- Coordinate with project teams for completed daily tasks on times.
- Undertake occasional receptionist duties
- Supervise administrative activities like general admin, verification of stationery stock, petty cash, courier, pest control, housekeeping, etc.
- Review and edit company documents and customer reports when needed.
- Develop strong working relationship with senior management administrative personal for effective and smooth operation.

I hereby declare that all the above information provided by me in this application is factual and correct to be the best of my knowledge and belief.

(SHEIK MOHAMED)