

# MOHAMMED SHAHEEL

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## EXECUTIVE SUMMARY

Experienced in Procurement and Logistics with a demonstrated history of working in the Trading of Hardwares Dedicated to Trading & Manufacturing for more than 5 years. Skilled in Negotiations, Logistics, Costing, Inventory and back office operations.

## CAREER OBJECTIVE

Seeking for a challenging position in an esteemed organization to work in a professional and competent atmosphere that enables me to cope up with emerging trends and technologies, to widen the spectrum of my knowledge and to accomplish my ambition of succeeding to be an integral part of the company.

## WORK EXPERIENCE:



Name of the organization: **Unitech - Isam Kabbani Trading LLC**

Role: **Procurement Assistant**

Joined: **November 2015 – Present**

Isam Kabbani Group is one of the renowned structure in the Construction Industry operating in the field of Trading, Manufacturing & Contracting. Unitech is specialised a unit in the Design, Manufacturing and Trading of Building & Construction Material in GCC.

## Duties & Responsibilities:

- Receiving RFP's from the Sales Team, reviewing the requests, reviewing the requests with current stock and processing in line with the companies policies.
- Coordination with requesting team and make sure the right materials are being requested.
- Requesting for the quotations from the base of approved vendors, preparing a comparison sheet to ascertain the prices and making sure optimum price is obtained to yield maximum profit for each requests there off.
- Issuing of the Purchase order for the chosen vendor based on the price, delivery time, quality of the products.
- Requesting for necessary approval from the management to process the Purchase Order.
- Maintain appropriate records to ensure that procurement process, decision and approvals are accurately documented for accountability and audit purpose.
- Keeping a close tab on each orders by following up with the suppliers for the smooth & timely receipt of the ordered goods.
- Coordinating with warehouse to compare the receipt of the order from suppliers by comparing with the purchase orders, inspecting the quality of the products and making sure it matches the desired.
- Monitor stock level of the KPI in the store and purchasing the same if the particular product is running low.

- Following the companies Procurement policies and making sure that company procedures of purchasing is being followed at every stage.
- Preparing Quarterly Purchase reports and submitting the report to the Head of Purchasing Dept./Purchasing Manager, there by highlighting the Key Performing Products for that period, which in return helps in generating the Purchasing Budget for the upcoming quarter.

#### **Additional Duties & Responsibilities (Export/Imports):**

- Negotiating with Freight Forwarders for better price, for the overseas orders.
- Monitoring the details regarding the overseas order and the development until the goods are delivered to the Port/Airport.
- Monitoring overseas shipments (Imports) by co-ordinating with inbound logistic team.
- Preparing the basic Requisite for Export like preparing the Packing list and Commercial Invoice to apply for COO/Export Documents for the custom.
- Requesting for the preparation of LC for the Imports orders if required.
- Making sure that each shipment is received at the destinations with proper co-ordination as a team.

#### **EDUCATIONAL PROFILE:**

DEGREE	Year	UNIVERSITY/BOARD	SCHOOL/COLLEGE
Master Of Business Administration (Finance & Marketing)	2013	Bangalore University	M.S.Ramaiah College Of Arts, Science And Commerce, Bangalore, Karnataka India
Bachelor Of Business Administration	2011	Dharwad University	Anjuman Institute of Management, Bhatkal, Karnataka India
P.U.C	2008	Department Of Pre-University Education Karnataka	Anjuman Pre-University College, Bhatkal, Karnataka India
S.S.L.C	2006	Karnataka Secondary Education Examination Board	Naunihaal Central High School, Bhatkal, Karnataka India

#### **SKILL SET:**

- Excellent communication and interpersonal skills.
- Highly detail-oriented and organized.
- Smart working with an ability to perform well under pressure. Ability to work in a team environment as well as independently.
- Willingness to shoulder additional responsibilities.
- Self-Motivated and Punctual.
- Quick learner and willing to learn new things.

#### **TECHNICAL SKILLS:**

Expertise in MS Outlook, MS Word, MS Excel, MS PowerPoint and hands on experience in intermediate computer skills.

#### **LANGUAGE PROFICIENCY**

English, Hindi, Urdu, Kannada and Arabic (Basic)

#### ACHIEVEMENTS:

- Awarded Best Employee in Purchase Support Division for the 1<sup>st</sup> Quarter of 2018 & 2019.
- Accomplished Companies Goal to decreased Misc. Expenses in the Warehouse Dept, by implementing proper line of Purchases and maintaining the record of previous purchases which as a result helped to avoid Unnecessary repeatations in purchasing.

#### PROJECT WORKS/TRAINING:

- 1) "An organizational Study", Completed at Amtek Industries Pvt Ltd, Bangalore – Karnataka, India. – This study has given me an opportunity for a practical exposure of how a business has to be set up and what are the initial challenges one could face and how to over come those challenges by converting into opportunities.
- 2) "A STUDY ON PORTFOLIO MANAGEENT WITH SPECIAL REFERENCE TO ITI FINANCIAL SERVICES LTD" At ITIFSL. Bhatkal – Karnataka, India. - As a part of MBA program I had gone under one month internship at ITIFSL Ltd. Where I framed a dissertation work titled above, which helped me to understand the current scenario of Indian Stock market.

#### HOBBIES & INTERESTS:

Reading global news, travelling, watching nonfictional movies, listening music, photography, exploring new technology.

#### PERSONAL PROFILE:

Date of Birth:	19/Jan/1990
Gender:	Male
Marital Status:	Married
Passport Number:	L5980567
Nationality:	Indian
Driving license:	Dubai
Visa Status:	Employment Visa (UAE)

#### DECLARATION:

I hereby declare that the information furnished above is correct to the best of my knowledge.

(MOHAMMED SHAHEEL)