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DUBAI, UAE

Myself aged 41, born on 10th April 1980, married, holds Indian Passport. Can communicate in English, Hindi, Tamil, Kannada and Malayalam is my mother tongue

SHABEERALI. K

14 years in the operations, procurement and logistics field. Experience in the fashion and retail, building materials and FMCG products. Excellent communication skill and ability to work as a team to ensure goals are met or exceeded. Manage the entire sales cycle from procurement, logistics, human resource, retail ambiance , marketing and sales.

CAREER PATH

VAS DE LIFESTYLE

General Managed Administration and procurement

Fashion and Retail 2011 Feb to 2021 Nov

- Overseeing the supply chain and logistics management and managing the complete end to end procurement process.
- Oversaw purchase of stocks, managing an annual spend of 720 million.
- Accountable for ensuring 100% on time delivery from the suppliers.
- Monitoring suppliers efficiency to achieve best possible delivery performance.
- Supporting company operations with uninterrupted flow of materials and to help to keep minimum inventory.
- Providing multiple access points to original equipment manufacturer networks, resulting in a greater security of supply and a reduction in cost ownership for client.
- Managing and updating documents including stock, material control, logistic and accounting documentation and supply reports to maintain operations within the budget.
- Provided direct administrative support to 15 retail stores for operational protocol and execution.
- Solely responsible for running and analyzing special sales report for weekly; creating end of month analysis productivity reports for corporate offices.
- Manage sales and administrative team of 70 staff members for retail sales in the store.

- Schedule, train and mentor and build team members to comply with company needs. Initial team building for administration and sales staff to ensure high morale and ethical practices.
- Direct partner with human resources prepare and submit all accessory new hire paper work, personal changes and termination paper work to accommodate strict deadlines.
- Research and submit payroll, research and resolve any payroll discrepancies for the sales and administrative teams process via human resource and corporate payroll.
- Coordinate appointment, travel and corporate training for the management.

DECOLIGHT CERAMICS LTD

Area Administration Manager,

2009-2010

- Coordination with production department for further technical substitution and discussions on equipment specifications with clients to ensure that items received match the purchase order.
- Expedited deliveries along with continually monitoring production department to ensure progress against the orders of the clients.
- Mainland related records and databases as well as prepared PSR (procurement status report) to present accomplishment and progress to management.
- Managed a team of 14 staff members ensuring proper training and development of current and new department employees, promote integrity, open communication and ensure there work.
- Coordinate local office business initiatives with corporate offices requirements.
- Consistently demonstrate the ability to maintain composure and work efficiently in a high volume fast-paced environment while preserving strict confidentiality.
- Responsible for ensuring that all errors are need to be corrected are done in an expedient manner.
- Distribute reports to all departments and communicating with corporate offices on a regular basis.

ASHIQUE ENTERPRISES

Assistant Manager Marketing and Admin

2007-2008

- Assisting HR manager for human resource and legal matters .
- Direct day to day operations and long time goals of ashique enterprises via effective operations management.

- Established brand awareness through services and events promotions .

CERTIFICATES

Diploma in Computer Application and Office Management.

KEY SKILLS

- Supply chain operation.
- Materials purchasing.
- Logistics expertise
- Budget administration.
- Inventory analysis.
- Account management.
- Team leadership.
- Problem solution
- Computer literate :- MS Office

EDUCATION

MBA, TKM INSTITUTE OF MANAGEMENT, KOLLAM

2007

- Marketing & HR
- Student Organization or Club Name Member
- Completed professional development in Subject

LL.B, SDM LAW COLLEGE, MANGALORE

2005

BA, ARTS COLLEGE, TIRUR

2002

PRE DEGREE, MES KVM COLLEGE, VALANCHERY

1998

HIGH SCHOOL, MSM HSS, TIRUR

1996

DECLARATION

I here by declare that the above given particulars are true to my knowledge and belief

SHABEERALI

