**CURRICULUM OF KAMALUDEEN**

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| **Esakki,** | |  |  |  |  |  |  | |  | | --- | |  | |  |
| **Abu Dhabi,** | | |  |  |  |  |  |  |  |
| **UAE.** | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| [Esakki.151507@2freemail.com](mailto:Esakki.151507@2freemail.com) | | |  |  |  |  |  |  |  |

**PROFILE**

Having 14 years of experience in Purchase / Procurement, Sales & Warehousing, Admin & Logistics Documentation, EDP and Machinery Service Department, well versed in Documentation with excellent computer skills. Self-motivated, Flexible, Quick learner and will mold to every business environment.

**EXPERIENCE**

**Procurement In-charge**

**(AL ABERAH ELECTRICAL & MECHANICAL WORKS EST., ABU DHABI)**

**Period: [Sep 2016 – till now]**

**Roles & responsibility Handled**

* Searching new suppliers for materials with good Quality & Price.
* Getting quotation from more Suppliers & compare their price and quality.
* Finalizing one suitable Supplier with good price & payment terms as per company policy.
* Preparing the LPO and get approval from Finance & related project Managers.
* Following the delivery status with supplier.
* Arranging Rent Vehicle, Machineries like Fork Lift, Back loader, Cranes, etc.
* Controlling full material purchase for Office & Site requirements through LPO.
* Verifying & approving all Invoices from Suppliers (Purchase & Rental Vehicle, Machineries) and forward to Accounts department for Payment.
* Verifying all records of stock maintenance in Store.

**Store Keeper cum Procurement Assistant**

**(AL ABERAH ELECTRICAL & MECHANICAL WORKS EST., ABU DHABI)**

**Period: [Oct 2015 – Aug 2016]**

**Roles & responsibility Handled**

* Keeping records incoming / outgoing materials from at Store
* Maintaining stock report of our Fixed assets (Machineries) like Generator, Demolization tools, Road Cutter, Water Pumps & etc., and following with Site In-charges to return all materials from their site, once they complete of using machineries due to avoid to keep materials & machineries ideal at sites.
* Following with Site In-charges for site requirement.
* Making vehicle arrangement for next day delivery to sites.
* Making arrangement to deliver the materials to our site as per our Engineers / Supervisor’s request.
* Verifying stock availability and inform to required material lists to Procurement Manager.
* Submitting Inventory report to Procurement Manger to every year.

**Purchase & Sales Co-ordinator**

(**SUPERFINE EMBROIDERIES LTD., TIRUPUR, INDIA)**

**Period: [Jan 2011 – Jul 2015]**

*Achievement: Based on the Responsibility with proven track records, recognized by the management and got the promotion as* ***Purchase & Sales Co-ordinator*** *from the previous position.*

**Roles & responsibility Handled**

* Making the Purchase Order as per our Stock requirement to our supplier.
* Following up the Parts Cargo Dispatch.
* Providing the related Documents as per Indian Customs.
* Co-Ordinating transportation to receive the parts.
* Checking all parts whether those are received in good condition.
* Maintaining & delivering the parts to customer for their requirement.
* Timely follow up and ensure the items received before deadline and issued to Customers.
* Running periodic cycle count and ensuring accuracy of inventory.
* Housekeeping and maintenance of Bin locations.
* Forwarding Sales Invoices to the Accounts Department.
* Collecting the payment from Customer through our collection staff.

**Admin & Logistics Documentation Incharge**

**(SUPERFINE EMBROIDERIES LTD., TIRUPUR, INDIA)**

**Period: [Dec 2007 – Dec 2010]**

**Roles & responsibility Handled**

* Giving Proforma Invoice to customer for their requirement of machines.
* Getting approval from Customer.
* Advising customer to open L/C from Bank or send advance payment.
* Coordinating with the customer for the mode of payment
* Making Machine Order Proposal (MOP) to our Supplier according to the requirement of customer.
* Following up to deliver the machine to customer location in good condition.
* Ensuring the machine in good condition, otherwise, I make it as good condition changing the required parts.
* Once imported with the help of service engineers, send the final Check list / NCR to our Supplier.
* Managed Staff & Labours Attendance.
* Managed & Maintained ESI & PF Records.
* Managed Bonus Records & Books.
* Managed Sales & Service Tax Records.
* Managed & Maintained Monthly Salary & Weekly Wages Records.
* Managed Employees & staff Admin related documents.

**EDP Manager** (**SUPERFINE EMBROIDERIES LTD., TIRUPUR, INDIA)**

**Period: [Jan 2007 – Nov 2007]**

**Roles & responsibility Handled**

* Maintaining the all computer systems as good in company.
* Rectifying the minor hardware problems.
* Maintaining the Software Installation.
* Taking the back-ups of all data periodically without fail.

**Service Co-Ordinator** (**SUPERFINE EMBROIDERIES LTD., TIRUPUR, INDIA)**

**Period: [Mar 2004 – Dec 2006]**

**Roles & responsibility Handled**

* Receiving & Allocating the incoming service calls to the service Engineers.
* Following up the feedback from Customers.
* Preparing the Annual Maintenance Contract (AMC) to the customers.
* Arranging to make the AMC Invoice.
* Submitting the reports of service summery to our Superior.
* Preserving the full-service reports, general check-up reports and service calls reports to analyze the service call repetition and machine condition.

**Service Engineer** (**SUPERFINE EMBROIDERIES LTD., TIRUPUR, INDIA)**

**Period: [Jan 2003 – Feb 2004]**

**Roles & responsibility Handled**

* Attending the machine Problem receiving fromCustomer.
* Rectifying problems in Customer’s machine at their premises.
* Maintaining the Customer’s machine in good condition.
* Visiting the customers every month for general checkup and Monitoring the machine lubrications chart, machine condition & room maintenance.
* Making the full machine service once in a year.

**EDUCATIONAL QUALIFICATIONS**

1. **Diploma in Electrical and Electronics Engineering (DEEE)**

Annamalai Polytechnic, Chettinad, Tamilnadu, India.

Period : **1999 - 2002**

Percentage: **80%**

(**Project Carried Out:** Switched Mode Power Supply (SMPS) for P.C.)

1. **H.S.C**

SMSS Govt. Hr. Sec School, Shencottah, Tamilnadu, India.

Period : **1998 – 1999**

Percentage: **63%**

1. **S.S.L.C**

SMSS Govt. Hr. Sec School, Shencottah, Tamilnadu, India.

Period : **1996 – 1997**

Percentage: **80%**

**COMPUTER KNOWLEDGE**

* Windows XP, Windows 7, Windows 8.1 & Windows 10.
* Microsoft Office 2016 (MS Word, Excel & Outlook)
* Service relating online CRM Software
* VB Based Inventory & Embroidery software
* Having some knowledge on Tally ERP9

**PERSONAL DETAILS**

Sex : **Male**

Marital Status : **Married**

Nationality : **Indian**

Languages Known : **English, Tamil, Hindi (Intermediate)**

Visa Status : **Employment Visa**

Driving License : **UAE & Indian Driving License**

**REFERENCES**

Available on request.