**First Name of Application CV No 1621374**

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 **OBJECTIVE**

# A dynamic and creative professional expertise in a broad suite of operations including Procurement, Sourcing of International Automotive lubricant products, & inventory Control, with proficiency in Financial Analysis and Cost Control initiatives;

# Seeking a challenging position to facilitate development and implementation of strategies targeting peak performance and organizational growth, while maintaining firm focus on assured bottom line gain and distinguished Company performance.

 **SUMMARY**

* Procurement Management, Operations Management, & Warehouse/Stores Management.
* Experts to handle all of the documentation part from shipping.
* Strong in Computer Network Infrastructures, Domain Hierarchy, Desktop Servicing and Maintenance.
* Ability to work independently with less supervision as well as in a team environment.
* Strong analytical and planning skills, combined with the ability to coordinate the efforts of many to meet organizational goals.

 **PROFESSIONAL EXPERIENCE**

* **Musaab Al Gaddah General Trading LLC, Dubai- UAE**

 I have three years working experience as **Procurement officer and IT Support since May 2012 till May 2015.**

 Job Responsibilities

* Sourcing packaging materials for the manufacturing MGT Branded Automotive Lubricant products, Such as such as Cans, Pails, Cartoon, Stickers and drums.
* Sourcing and negotiating prices for the brake fluid, Antifreeze engine coolant & Grease products. Then coordinate with MGT production team for the production of MGT Branded products.
* Source Base Oil [Recycled & Virgin] and additives for the production.
* Experts to handle all of the documentation part from shipping. [Packing List & Commercial invoice, Bill of Lading, Undertaking Letter, Certificate of Conformity, Certificate of country of origin].
* Assisting to Source International Automotive lubricant products, Such as Castrol, Shell, Total, Caltex, Mobil etc…
* Negotiating credit facility with new suppliers and checking price variations based on market fluctuations.
* Preparation of Purchase Orders (PO) Good Receipt Note (GRN) in Microsoft Dynamics AX [ERP system] and Ensuring all purchase orders are available with proper documentation, authorized and cost codes Available.
* Submitting the Purchase order to the management for getting approvals, then send it to Suppliers via mail or fax. And follow-up with suppliers for timely deliver.
* Co-ordinates with warehouse to ensure that all received / purchased items are safely stored for timely delivery as per approved and prescribed procedure.
* Reports work progress and update to the General Manager with any major purchasing issues that require attention.
* Ensures compliance with Company established Procurement Policies & Procedures.

 **Materials Planning:-**

* In coordination with the project department, decide minimum stock levels (MSL) for stock inventory. MSL are deciding based on the average consumption in previous months, periods and delivery lead time of the specific product.
* Place orders when the stock reaches to reorder level (ROL). ROL will be decided depends of the specific products size, frequency of movement, cost and importance.

 **IT Support:-**

* Dedicated to Support Implementation of ERP Systems, Microsoft Dynamics AX 2012.
* Administrating and Managing Company’s Emails (Google apps).
* Configure & troubleshoot local area networks.
* Computer hardware maintenance, Manage Printers.
* Diagnose and troubleshoot Operating System errors.
* Configure and troubleshoot Outlook.
* **Dewan Architects & Engineers, Dubai, UAE.**

 Three Months Experience as a an IT Administrator

 Job Responsibilities:

* Configure & troubleshoot local area networks.
* Configure and troubleshoot Outlook.
* Computer hardware maintenance, Manage Printers.
* **Whiz Media, Dubai-  UAE**

 Four Months Experience as a Customer Support Network Engineer

 Job Responsibilities:

* Diagnose and troubleshoot Operating System’s and printer’s errors.
* Configure & troubleshoot local area networks.
* Computer hardware maintenance, etc…
* **Alliance Infocom, Kerala- India.**

 Three year Experience as Customer Support Hardware and Network Technician

 Job Responsibilities:

* Network planning and implementation.
* Configure & troubleshoot local area networks.
* Computer hardware maintenance.
* Coordinating and leading other technicians, etc…
* **Fast Bit Computers, Bangalore- India.**

 Six Months Experience as a Customer Support Hardware and Network Engineer.

 **TECHNICAL QUALIFICATIONS**

* Completed Microsoft Certified System Engineer (MCSE), From IIHT Jayanagar, Bangalore.
* Completed Cisco Certified Network Associate (CCNA), From IIHT Jayanagar, Bangalore.
* Completed Red Hat Linux Networking & System Administration, From IIHT Jayanagar, Bangalore.
* Completed Networking (N+), From IIHT Jayanagar, Bangalore.
* Completed Diploma in Computer Hardware & Network Engineering.(Human Resources -Development Society).
* Completed Microsoft Exchange server 2007.

 **CERTIFICATION**

* Microsoft Certified System Administrator (MCSA) MCP ID : 5434391
* Cisco Certified Network Associate, CCNA – (640-801) ID : CSCO11190234
* Certification for training, M.C.S.E, C.C.N.A, LINUX, N+ (At , IIHT Jayanagar Bangalore)
* Diploma in Hardware and Network Engineering (HRDS, Approved by govt .of India)
* Diploma in Financial Accounting.

 **EDUCATIONAL QUALIFICATIONS**

* B.Com (Completed, Bachelor of Commerce)
* Plus Two (Higher Secondary Education)
* Secondary School Leaving Certificate (Secondary Education)

 **PERSONAL DETAILS**

Date of Birth - 23rd January 1986

Sex - Male.

 Marital Status - Married.

 Languages known - English, Malayalam

 Nationality - Indian.