# **9999999Mohammed**

# [**Mohammed.283977@2freemail.com**](mailto:Mohammed.283977@2freemail.com)

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| **♦ OBJECTIVE** |

Seeking a Challenging & Responsible (supervisory) position to be a part of Dynamic Team in a ' Prestigious Organization ' with potential advancement and fully utilization of my trainings and professional experience towards the betterment of the Organization and at the same time acquire more professional / personal growth through a dynamic working environment of Reputed Firm.

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| **♦ KEY SKILLS** |

* Inventory Management, Material Requirement Planning, Team Work, Negotiation, Supply Market Analysis, Time Management, Influencing & Persuasion, Stock control & evaluation, Price control & costing, Day today Operation, Physical count, Logistic & distribution.

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| **♦ ACADEMIC QUALIFICATION / TRAININGS** |

**EDUCATIONAL :**

1. Bachelor of Commerce 1990

University of Karachi

Pakistan.

1. I Com. (intermediate) 1987

Board of intermediate

Karachi, Pakistan.

1. Matriculation 1984

Board of secondary education

Karachi, Pakistan.

**TECHNICAL :**

1. Certificate in Computer Science 1991

(City Institute of Computer Technology)

**TRAININGS :**

* Basic Food Hygiene Training Certificate “HACCP” – U.A.E. 2012.
* Look Professional & Take Care of Yourself Training Program

“ACCOR” U.A.E. 2012.

* Fire Marshal Training Course “FSGD”, U.A.E. 2011.
* Fire Marshal & Fire Demonstration Training Certificate

“FSGD”, U.A.E. 2009.

* Essential Food Safety Training Certificate “ADFCA”- U.A.E. 2008.
* Basic Food Hygiene Certificate “HACCP” – U.A.E. 2007.

**♦ IT SKILLS**

1. MS Office 2010
2. “MAPICS – IV” on AS/400 System (SADAFCO)
3. “MCBA” Accounting package (SADAFCO)
4. “GRADE PLAN NETWORK” (AL-JAWADRI)
5. “PRO’LOGIC” VER. 5 (MERCURE)
6. “Fidelio Materials Control” (FMC) (MERCURE)
7. “Fidelio Materials Control” (FMC) V:8.8 (FLORA GROUP)

**♦ PROFESSIONAL EXPERIENCE**

**Currently working as ‘Purchase Coordinator’.**

From July 2013 till Augest,2015.

With Flora Creek & Flora Park Deluxe Hotel Apartments.

Port Saeed, Diera Dubai,

Dubai, U.A.E.

**Store keeper**

05 Years, August 2007 till June, 2013.

Mercure Grand Hotel

Jebel Hafeet - Al-ain

Abu Dhabi, U.A.E.

**Store Supervisor**

02 Years, June 2004 till November 2006.

Al-Jawadri foam concrete and Building insulations Material Supplies.

Dubai

U.A.E.

**Store Keeper (Manufacturing)**

11 Years November 1991 till December 2002.

Saudi Arabian Dairy & Food Stuff Co. (SADAFCO)

Jeddah / Medina

Saudi Arabia.

1. **Worked as Acting Purchasing Manager successfully 6 times in his absence to cover the annual vacations of Purchasing Manager. (Mercure / Flora Group)**

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| **♦ RESPONSIBILITIES** |

**Previous:**

1. Review actions plan, request and activities. Following ‘FIFO’ standards strictly. Monitor stock status, cost and efficiency of the movement & storage of goods, and oversee orderly condition of Dry Store’s (Food, Beverage & General), Freezing store and Chillers & also Engineering Spare parts store.
2. Dealing with all suppliers / vendors , ensure efficient handling of food & beverage items, raw and packing materials, spare parts and other goods, specially frozen, chilled items and chemicals according to the 'HACCP' .
3. Material management & Control, Analyzing data to monitor performance & plan improvement. Conduct inspections from time to time to detect any goods spoilage / damage or deterioration.
4. Material requirement planning and all necessary arrangement to ensure the achievement of monthly production targets bases upon sales and marketing forecast.
5. Prepare and direct the actions plan & strategies for normal and emergency situations including safety awareness and about protection of stored material / products.
6. Inventory control, Monthly and yearly physical count by following true parameters.
7. Maintain proper record and prepare reports pertaining to the functions of the department. (Daily, Monthly, Yearly)
8. Direct and manage the activities within the store, ensure security of stock items & industrial peace by maintaining good working relationship with the work force.
9. Taking special care & prompt action against slow moving items, internal transfers and loss & spoilage.
10. Performs other store related tasks as may require.

**Current Roll:**

1. Obtaining quotations from the market for store items & market lists in regular intervals as per the best practice followed by the industry/organization.
2. Resolution of purchase requests (PR’s) from different departments on a daily basis in FMC (Fidelio Materials Control).
3. Coordinate rush orders, late orders, backorders as needed and follow up to ensure deadlines are met.
4. Issue purchase orders, work with vendors/suppliers to fulfill orders and troubleshoot any issues.
5. Maintain and update various records and files including vendor, price & products.
6. Follow up on orders as needed, resolve vendor problems and handle related correspondence.
7. Coordinate with the stores for any shortfall of supplies & assist the team accordingly.
8. Support the purchasing manager on operational projects as needed.
9. Assist with audits and physical inventories as needed.
10. Co-ordinate with all related department to run all day today operation smoothly.
11. Well able to handle all day to day store’s & purchasing activities by ‘SOP’ Standard Operation Procedures developed by ‘ISO-9002’, ‘TUV’ &HACCP’ .

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| **♦ CAPABILITIES** |

* Good communication & presentation skills.
* Commitment and reliability.
* Working exclusively as well as under extreme pressure.
* Result oriented keeping in view the time management factor.
* Enthusiastic & strong self-motivated.
* Able to work as Store supervisor/ Stock Controller / Logistic & Distribution supervisor / Asst. Store Manager / Purchasing or procurement officer.

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| **♦ PERSONAL INFORMATION** |

1. Nationality : Pakistani
2. Date of Birth : 04th , July 1970
3. Marital Status : Married
4. Language known : English , Arabic, Urdu and Hindi