**Mohamed**

Al Nahda 1

Dubai

United ArabEmirates

**Professional Summary**

* 5 years of experience in purchasing/ procurement and logistics with a comprehensive understanding and experience of purchasing strategies, vendor management and inventory management.
* Enthusiastic and well-organized with solid background inschedule management and eventplanning.
* Ability to build strong relationships with stakeholders and work with a high level of multicultural awareness and adaptability.
* Professional offering excellent communication and computer skills.
* Detail-oriented, resourceful and well organized with expertise in problem solving and managing complex requirements.
* Network administration skills including back-up, security management, email systems and application support.

**Education**

* **Bachelors of Info Tech** from**Melbourne Polytechnic -** Melbourne, Australia: 2015 *Majors: Network and System Administration/Business*
* **Diploma of Management** from **William Angliss Institute** - Melbourne, Australia: 2014

*Majors: Business Management*

* **Advanced Diploma in Network Security**from **NMIT** -Melbourne, Australia: 2013*Majors: Network and System Administration*
* **Cert IV in IT** from**Northern Melbourne Institute of TAFE -** Melbourne, Australia :2012*Majors: Information Technology*
* **High School Diploma**from**Hume Central Secondary College** -Melbourne, Australia: 2009

**Work Experience**

**Logistics Supervisor 07/2010 to 01/2016**

**Melbourne, Australia, VIC**

* 5 years of industry experience
* Implemented material flow management systems to meet production requirements.
* Trained personnel in roles or responsibilities regarding logistics strategies
* Resolved problems concerning transportation, logistics systems or customer issues
* Used the latest IT systems to manage stock levels, delivery times and transport costs.
* Implemented data from IT systems to evaluate performance and quality and to plan improvements.
* Coordinated activities between client procuring agents and outside parties. Contacted and presented vendor personnel at all organizational levels
* Ensured all activities conducted within delegations of authority and that appropriate approvals have been provided prior to issuing purchase order for goods or services.

**OperationsHead(Part time position) 01/2010 to 03/2015**

**Alkauthar Institute, Melbourne, Australia**

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* Coordinated scheduling, marketing, contract logistics and maintenance of supplies and equipment’s
* Negotiated prices, discount terms and all transportation arrangements for merchandise. Established pricing and performance standards through contracts with suppliers

## **Developed and maintained long term supplier relationship management.**

## Responsible for maintaining a record of all outstanding purchase orders with external vendors

## Arranged warehouse, catalog goods, plan routes and process shipments

## Supervised and advised the subordinates in the processes of RFQ/RFI/RFP Floating.

## Resolved problems concerning transportation, logistics systems or customer issues

## Designed models for use in evaluating logistics programs or services.

## ****Sales Executive 01/2008 to 12/2010****

## ****Silicon Technologies, Melbourne, Australia****

## Managing all Sales, Marketing & business development functions for the region.

## Point of contact for suppliers to answer queries on technical aspects

## Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.

**Skills and Abilities**

* **Complex Problem Solving**
* Strong client relations
* **Management of Personnel Resources**
* **Negotiation/Coordination**
* Work well under pressure
* Dedicated team player
* Expert knowledge of all MS Office products
* Quick learner
* Network maintenance
* System upgrades
* System backups
* Data backup and retrieval
* Advanced Excel spreadsheet functions
* Well versed with Windows 7 and 10 Operating system

**References**

Peter

Managing Director

Tahir

Country Manager

Syed

Manager

Further references will be provided upon request.

Personal Details

Valid Australian driver’s license, able to drive in UAE.

**Mohamed**

**CV No: 1733064**

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