**MUHAMMED NISHMIN**

Mobile: +971-56 573 4511

E-mail:nishmin14@gmail.com

Visa-Employment (under notice period)

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|  Excellent experience gained managing general office procedures – Cad operator, logistics, stores and administration. Experienced in computer application and installations. Benefiting from a career that has required optimizing team and individual potentials. Now I am looking to make a continued contribution for an organization and opportunity for career progression. An enthusiastic proactive and proficient with **more than 9 years of experience** in Middle East.  |

Areas of Expertise

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| --- | --- | --- |
| * Document Controller
 | * Auto cad operator
 | * Basic Networking
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| * Time management
 | * Computer literacy
 | * Office administration
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| * Information Technology
 | * Multi-Tasking
 | * Order Entry Controller
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Professional Experience

1. Order Entry Controller in Planning Department Aug 2015 to Feb 2017

**Spectrum Glass and Metal Industries Factory LLC**, Abu Dhabi, UAE

**Notable Accomplishments:**

* Update and submit day to day production reports
* Prepare the optimization and work order for production
* Scanning in all relevant new Document and keep soft copy and hard copy
* Keeps track and maintained of all records of outsource process work
* Prepare the Performa invoice and sent to customer for confirmation
* Assisting departments with queries on documentation requirements and submissions
* Answer customer calls and update their order status
* Prepare and submit the material requisition to purchase department
* Proficiently used all kinds of software
1. Auto Cad Operator Feb2013–Dec 2014

**Al Abbar Architectural Glass** -Dubai, UAE

**Notable Accomplishments:**

* Receives, reviews and evaluates from Design Department Fabrication/Auto Cad drawings and Material listings of all projects handled
* Draw the lay out of shape glass in Auto cad or shaping and nesting
* Draw or modify the auto cad drawing for silk screen pattern and sand blasting
* Review dimensional data on customer information
* Prepare necessary detail to support assembly and arrangement of materials
* Prepare hard copy with detailed dimensions for helping production smoothly
* Communicate with customer to make sure that specification are correct
* Proficient with Auto cad 2006 – 2014, Win XP, Win 7, Win 8 , Win 10
1. Order Entry Controller April2009– Feb 2013

**Al Abbar Architectural Glass** -Dubai, UAE

**Notable Accomplishments:**

* Collect the order requisition and quotation from the sales department
* Prepares and submits the work orders as per estimation department
* Handled Various task in the order entry process and generated reports for key actions
* Monitors day to day production report
* Completed all assigned tasks well before end time
* Maintain centralized filing system, both manually and electronically
* Informed estimation department by mail or phone for information, such as dimensions, glass type and quantity additional information needed
1. **Store in Charge** July 2007 to April 2009

**Al Abbar Architectural Glass** -Dubai, UAE

**Notable Accomplishments:**

* Prepares and submits the LPR to purchasing department
* Monitors production materials and accessories
* Follow up direct to supplier in cases of delays on delivery
* Preparing monthly production materials inventory
* Responsible to maintain up-to-date log sheets to include purchasing order number, Shipper name, bill of lading number etc.
* Preparing purchase orders & Delivery notes

Educational Qualification

Higher Secondary School Certificate (H.S.S.C) March 2004

* Passed out from MR.M.K.M.M.H.S.S Higher Secondary School Kerala, India

***Technical Qualification***

* Optical Fiber Communication (BSNL & IETS) April 2015
* Microsoft Certified Profession (MCP) Jan 2007
* Information Technology and Electronic System Maintenance(NCVT certified) July 2006

***Software Knowledge***

* Diploma in Auto cad Aug 2009
* Microsoft office (word, Excel, Power point) Feb 2007
* Certificate in Tally(C-DAC,GIST) Aug 2003
* Conversant with the use of multimedia tools and Internet
* HISYS (Alcyone Contracting Software ; Oracle 10g)
* GPS.opt (LISEC based optimization software)
* Shaping and Nesting 2009 (Albat+Wirsam)
* ALFAK and ALCIM(Albat+Wirsam)

**(***ALFAK and ALCIM* (Albat+Wirsam) is the latest WINDOWS based generation of software that is used by glass companies’ world-wide. Apart from its many practical features, the system comprises all necessary aspects for a state-of-the-art glass processing plant under a fully graphic user interface)

***Language known***

* English, Hindi, Malayalam and Tamil

Personal Details

Date of Birth : 21-may 1987

Nationality : Indian

Driving license : **Valid UAE Light Driving License**

Address : Mussafa Abu Dhabi

 United Arab Emirates

Contact No : +971-56 573 4511

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Reference

Available upon request