**Curriculum vitae**

**MUHAMMED**

**MUHAMMED.360808@2freemail.com**

**OBJECTIVE:**

Seeking a career in a good company with maximum opportunities in terms of exposure and learning value. A job that calls for tremendous of vision, maturity, responsibility and better perfection. Looking forward to take up job with more result oriented to achieve a highly remarkable and distinguished position.

**PROFILE:**

* Having Seven years of experience in U A E
* Good written and verbal Communication skill.
* Can efficiently work in MS Office Applications.
* Possess strong analytical & problem solving skills.
* An excellent team player who works well independently or a part of a team
* Resourceful in completing projects & efficient in multi-tasking.
* Have the ability to quickly identify problems as well as provide appropriate solutions.
* Energetic & self-motivated with a high degree of cultural sensitivity.
* Interested in learning and development
* Can work under pressure & meet deadlines.

**STRENGTHS**

* Ability to make decision based on importance and urgency
* Can learn new ideas and respond to external changes
* Capable to adapt to new environment, culture and workplace
* Accept challenges and deliver results
* Ability to grasp the works in short time
* Honest and Reliable

**PROFESSIONAL EXPERIENCE:**

1. Company : **Emirates Hospitality Center**

[It is one of the leading groups in Abu Dhabi and its investing their subsidiary companies with strong client base. They provide total solutions of Hospitality industry. Services provided by the group are as follows: Emirates Hospitality centre, Layali Zaman restaurant, Dallat Al Hasan,]

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| --- | --- | --- |
| Location | : | Abu Dhabi – U A E |
| Designation | : | **Purchase Officer** |
| Working | : | From 2011 to till date |
| 2. Company | : | **Al Yaseen Inks & Printers Material Trading Est**. |
| Location | : | Sharjah - U.A.E |
| Designation | : | **Assistant Accountant** |
| Worked | : | (1 year during -2009- 2010) |

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**JOB PROFILE:**

* Negotiation with Suppliers
* Prepare & Verify Purchase Orders as to amount, reference, payment terms, delivery lead time, order status, etc

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* Reviewing Requests for Payment and Approved Purchase Orders subject for payment and ensure that supporting documents is received such as invoices, shipping documents, signed delivery notes etc.
* Preparing Purchase vouchers against all purchases.
* Reconciliation of Customers’ and Suppliers’ accounts
* Prepare and process requisitions and purchase order for supplies.
* Receiving quotations from suppliers for making comparison statement.
* Report day to day activities happening in purchase to Purchase Manager.
* Prepare Invoices & Delivery Notes.
* Follow up the deliveries.

**EDUCATIONAL QUALIFICATION**:

* Plus Two Commerce, Board of Higher Secondary Examination, Kerala in 2005
* S. S. L. C. Board of Public Examination, Kerala in 2003

**TECHNICAL SKILLS:**

* **Holder of Valid UAE Driving License**
* Accounting Software: Tally, Peachtree
* Computer Hardware & Software
* Well Knowledge in Ms Office Packages.

**INTERESTED AREAS**

* Sales
* Purchase
* Accounts
* Cashier
* Merchandiser

**LANGUAGES KNOWN**

 English, Hindi, Arabic, Malayalam and Tamil

**PERSONAL DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Date of Birth | : | 26-05-1988 |
|  | Nationality | : | Indian |
|  | Marital Status | : | Married |
|  | Gender | : | Male |
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|  |  |  |  |
|  | Visa Status | : | Employment Visa ( Transferable ) |

**\*\*\*\*** Reference available upon request

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