Mervin

Mervin.360846@2freemail.com

An energetic and proactive professional in administration, logistics and procurement services. Adept at streamlining processes to minimise logistical costs, manage stock levels, control the order cycle and liaising with suppliers. Exemplary strategic planning for purchase procedures, scheduling delivery, checking stocks and negotiating competitive prices. Well organised with talent to function under pressure and work with people of diverse cultures. Proven expertise in:

 • Procurement Strategies • Invoice Processing

 • Operational Management • Filing & Data Archiving

 • Retail Operations Management • Administrative Support

 • Strategic Planning • Supply Chain Management

**Technical Skills:**

* **Microsoft Office** - Word, Excel, Power Point, Outlook
* **Google Drive** – Developed a solution for the entire office to search all the Jewellery in stock by type of item, price and stock code from inside and outside the office.
* Created **Facebook Page** for Al Masaood Jewellery and did the needful for Customer Relationship Management and Online Marketing.
* Proficient in usage of **Ace Gold ERP system** and **RFID** system in Al Masaood Jewellery.
* Updated Al Masaood Jewellery **website** with relevant information.
* Knowledge on using ERP systems such as **SAP** and KCC in Al Shaya Trading.
* Tender Maintenance System - Customized Order Maintenance ERP System with Oracle as Back End.
* **Accounting Packages** - Tally 9.0, Peachtree 2009
* Microsoft Visual Basic 6.0, Oracle 8.0i (Did a Jewellery Management System project in School Level)
* Mixcraft, C++ (Basics), Photoshop, Typing – Intermediate

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| **Education and Training History:** |
| **Course** | **Year** | **School / Institute** |
| VAT - Value Added Tax Essentials Training | 2017 | LynchpinTraining, Abu Dhabi |
| MBA(Finance with Human Resource) | 2010 - 2012 | Mahatma Gandhi University -Our International Institute, Abu Dhabi |
| Bachelor of Commerce | 2006 - 2009 | Mahatma Gandhi University -Dubai Academic City |
| Higher Secondary | 2004 - 2006 | Indian Islahi Islamic School,Abu Dhabi - CBSE, India |
| Until Secondary | 1992 - 2004 | Our Own English High School,Abu Dhabi - CBSE, India |

**Professional Experience:**

**Al Masaood Jewellery, Abu Dhabi (**[**www.amsgroup.ae/node/40**](http://www.amsgroup.ae/node/40)**) – (March 2013 – Till Present) :**

- **Administrative Assistant** : I have currently completed 4 years at Al Masaood Jewellery. I report to the Administration Manager (Mrs. Kartika Rajan).

- Ensure support for documentation of import and export of Jewellery. Scheduling Jewellery export with Etihad Cargo Services and coordinating with the PRO for the needful. Helping in packing the Jewellery to be sent back.

- Entering Jewellery records into the ERP system (Ace Gold) and tagging the purchased Jewellery. This included taking photos of Jewellery if not available. Creating price lists for the Jewellery when items come on consignment basis.

- Preparing sales report at the end of every month and informing suppliers and entering invoices received into the system.

- Communicates with suppliers through emails and phones calls for all day to day needs.

- Oversee Human Resource related documents, such as Salary Certificate, Leave Application and resumption forms, Employee tickets for annual vacation, Vacation Planner, updating employee Salary details in master list.

- Ordering of spare parts for watch repair.

- Ordering Jewellery as per customer needs and for stock purpose. Registering and updating them in the Purchase Order Registry for everyone to view the status of orders.

- Preparing LPOs / documentation for Stock purchases of Jewellery and delivering as per the Sales staff requirements.

- Prepared quotations for tenders and invoices for clients like GHQ, Supreme Council for National Security, Ministry of Interior.

- Arranging documentation for Jewellery Exhibitions attended by us in Abu Dhabi, Dubai and Sharjah.

- Prepares documents for renewal of staff health card, health insurance claim, CCTV maintenance, alarm system.

- Attended Abu Dhabi Customs training session on the new E-Clearance procedures of “Dhabi System”. Occasionally used to help the PRO in making Bill of Entry through the Dhabi System and solving issues related to the system.

- Occasionally sent emails on behalf of the General Manager.

- Facilitated the implementation of RFID system.

- Successfully implemented the Google Drive Project and Facebook Page. This included training the sales staff and management on the working and maximizing the yield from both these Sales Tools.

- Handles day to day IT related issues and ordering of IT devices.

- Assists in the stock counting at the end of the year for Jewellery.

- Attended the Gitex – Technology Week and Smart Stores Expo to source cheaper options for technology.

- Liaised with our outsourced IT company and EBM to solve the issue for printing invoices remotely from the Ace Gold during the exhibitions by setting up a VPN connection to the server.

- Executes the Media Plan for the yearly advertisements and also does Art Work editing whenever necessary.

- Helped in editing art work and arranging for posters for the Exhibition counters during the exhibitions. Advised the General Manager on accommodating more suppliers in the Exhibition booth by changing the architecture of the stand in a special way.

**Al Shaya Trading, Dubai *(***[**www.alshayatrading.com**](http://www.alshayatrading.com)**) - (July 2012 - January 2013) :**

- **Purchase and Logistics Executive** :I worked for 5½ months at Al Shaya. I report to the Purchasing & Logistics Manager - Mr. Ashwin Barboza.

- My duties extend from the Logistics of 2 branches in Dubai and 2 in Abu Dhabi and Purchase and Logistics for Qatar.

- For Qatar, taking quotations from suppliers and advising prices to the salesman and then creating purchase orders and logistics related procedures.

- Procured quotations from forwarders on 20’, 40’ and LCL container loads and decided on which forwarder to use.

- Tracking and following up on the material readiness and expediting shipment pickup with our suppliers and forwarders (Danzas / Freight System / Inchcape Shipping / KWE / Transworld / Logistica).

- Follow up with suppliers for attested documents and arranging for customs clearance.

- Calculating the total cost of containers arriving to the warehouses and entering into the ERP system.

- Coordinating with the salesman and informing arrival dates and prioritizing on shipments that are urgent.

**All Prints Distributors and Publishers, Abu Dhabi *(***[**www.allprints.ae**](http://www.allprints.ae)**) : November 2009 - November 2011:**

- **Customer Service Executive** (Procurement / Supply Chain) : I worked for 2 years at All Prints. I report to the Operations Manager – Mr. Ben Rozario.

- Preparing quotations and placing orders and efficiently liaised with international publishers via Email or Phone for purchase of books.

- Tracking and following up on the shipment with our shipper in UK, US and France.

- Methodically analyzed customer needs and coordinated with our warehouses and scheduled delivery for books to the various U.A.E schools assigned to me while adhering to the company policies.

- This includes Invoicing through Tender Maintenance System.

- Created a Publisher database with ISBNs which can be easily used for finding out a publisher. Here the ISBN is split into the Prefix and the following numbers in an excel sheet.

**Major orders accomplished:**

1) Supply of Library Order to 7 Campuses throughout UAE for Institute of Applied Technology in 2011.

2) Academic Year - Book Supply for Ittihad Schools : Abu Dhabi, Dubai and Al Ain for 2010 and 2011.

**Activities of Relevance:**

1. Held the post of a Prefect in Our Own English High School for the year 2002 - 2003.
2. Held the post of Vice Chairman in the College Council for the year 2007-2008.
3. Played a major role in the release of the College’s First Edition of Student’s Magazine - “ **MGU Excelsior 2007 - ’08** ”. I was rewarded a memento as part of this role.
4. Actively taken part in extra curricular activities:

i) First in Solo Dance 2009 ii) Second in Table Tennis 2009

5) Have travelled to Brazil to attend the World Youth Day, 2013 in Rio de Janeiro and Sao Paolo.

6) As part of the World Youth Day we had a 3 day mission to stay in a Church situated in Brazil’s slumps called the Favela and got to know the faith of the local community and experienced a common/poor man’s life by cleaning the Church and streets.

**Areas of Interest :**

Games : Table Tennis, Chess, Football, Cricket, Swimming.

Interested in : Technology, Mobile Industry, Retail / Marketing / Advertisement strategies, Cars.

Others : Family, Movies, Dancing, Travelling, Music

**Personal Details:**

Name : Mervin

Date of Birth : 17 - 10 – 1988 (28 years old)

Nationality : Indian

Religion : Christian

Gender : Male

Marital Status : Single

Visa Status : Employment Visa

Passport Expiry Date : 27 - 12 - 2025

Languages Known : English, Malayalam, Tamil, Hindi, Arabic (Reading)

Holder of UAE and Indian Driving License for light motor vehicle.

**Career Objectives:**

1. Seeking a field of work that is challenging, where I can utilize my knowledge and acquired experience of 6 years.
2. Providing my dedicated services to the organization for achieving its goals in a cost effective manner.
3. Prove my abilities and progress into new fields of the organization by taking up new responsibilities.

4) **Preferences :**

 i) Job Location : Abu Dhabi or Dubai

 ii) Job Description : Finance / Accounts / Logistics / Administration / Customer Service / Document Control /

 Procurement or Purchase / Supply Chain / Human Resource Department / Retail / Operations / Back Office.