|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **BABY SHEELA**  |  |  | ***Skills*** |  |
|  |  |  |  |  |  |  |  | **Specialization: INVENTORY MANAGEMENT/SALES CO-ORDINATOR** |  |
|  |  |  |  |  |  |  |  | Experience In: INVENTORY/SALES CO-ORDINATOR/PURCHASE |  |
|  |  |  |  |  |  |  |  | Skills: ERP software ORION, CG.VAK, Ms Office. |  |
|  |  |  |  |  |  |  |  | Profile: I am a computer graduate, over 13years experience in Inventory |  |
|  |  |  |  |  |  |  |  | Management & sales co-ordination of a leading Trading company in UAE based |  |
|  |  |  |  |  |  |  |  | European brand quality, Electro-mechanical equipments with more challenging |  |
|  |  |  |  |  |  |  |  | and result oriented functions with an innovative working environment. |  |
|  | Email: sheela.370278@2freemail.com  |  |  |  | Credentials: Strong interpersonal skills, team player with excellent attention to |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | detail commitment to the highest standards of quality. |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | ***Objectives*** |  |
|  |  |  |  |  |  |  |  | Seeking an innovative, inspiring career to work for a reputed company, it would be |  |
|  |  | ***PERSONAL INFORMATION*** |  |  |
|  |  |  |  |  |  |  |  | my privilege and honor to be a part of an eminent organization where my skills |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | may be used for its growth and success, by achieving goals and personal |  |
|  |  | Nationality |  | Indian |  |  |  |
|  |  |  |  |  |  |  |  | development through my dedication. |  |
|  |  | Date of birth |  | 03/02/1975 |  |  |  |  |
|  |  | Marital |  | Married |  |  |  |  |  |
|  |  | Status |  |  |  |  | ***Career Highlights*** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | Visa Status |  | Employment |  |  | ➢ Mohammed Tayyeb Khoory & sons, Dubai – Presently working as an Inventory |  |
|  |  | Present |  |  |  |  |  |  |
|  |  |  | Dubai |  |  |  | controller cum sales co-ordinator - July 2004 – till date. |  |
|  |  | Location |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | Languages |  | English, |  |  |  |  |  |
|  |  |  | Hindi, Tamil, |  |  |  | ***Summary of Works Exposure*** |  |
|  |  | Known |  |  |  |  |  |  |
|  |  |  | Malayalam, |  |  |  | **INVENTORY/SALES COORDINATOR – MOHAMMED TAYYEB KHOORY & SONS** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **JOB PROFILE** |  |
|  |  | ***How can I contribute*** |  |  | Responsible for managing all inventory control related activities for the company’s |  |
|  |  | **Through my hard work,** | ❖ |  |  |
|  |  |  |  | material and stocked product. |  |
|  |  | **positive attitude** | ❖ |  | Execute inventory control measures to ensure the company minimizes stock |  |
|  |  | **sincerity, dedication &** |  |  | holding and maximizes stock system and paperwork accuracy. |  |
|  |  | **commitment.** | ❖ |  | The role carries responsibility for working with purchasing, goods inwards and |  |
|  |  |  |  |  |  |  |  | dispatches to ensure necessary functions are carried out correctly. |  |
|  |  | ***Strengths*** |  |  |  | ❖ |  | Ensure incoming product is receipted and managed appropriately according to |  |
|  |  |  |  |  |  |  | company procedure. |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | ❖ |  | Ensure materials are ready and available for production, installation, resale, |  |
| ➢ |  | **Flexibility & Commitment to work**❖ |  | servicing as and when required. |  |
|  |  | Preparing sales Delivery orders & Invoices, Material Received Reports- Import & |  |
| ➢ |  | **Creative & Goal Oriented** |  |  | local purchase. |  |
| ➢ |  | **Leadership & Negotiation skills** |  |  |  |
|  | ❖ |  | Updating stock ledger –weekly/monthly basis |  |
| ➢ |  | **Ethics believer &Team player** | ❖ |  | Maintaining files & dispatch register |  |
| ➢ |  | **Hardworking & Self-motivated** | ❖ |  | Co-ordination and assisting all sales Engineers for material deliveries & arranging |  |
| ➢ |  | **Problem Solving Skill** |  |  | payments for a smooth operation with customers. |  |
| ➢ |  | **Adaptability to the situation** | ❖ |  | Attending enquiries from various branches for stock reservation and assisting their |  |
|  |  |  | sales requirements. |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |



* Receiving and relaying telephone messages from clients, branches & co-workers
* Reliable with all co-workers to create friendly atmosphere and to get a full achievement of my entire department as well as my organization.
* Maintain separate record for fast moving materials and intimate to the sales dept. for the stock updation.
* Receive LPO from branch together with all supporting documents such as approved submittal copy, cost evaluation sheet, any other supporting documents to execute the job.
* Assistance to prepare OPO/ Local purchase order.
* Assistance to do credit approval
* To handle the Petty cash and arrange for the small and urgent purchases

***Educational – Details***

* Diploma in Computer Technology from NPA Century Polytechnic, Nilgiris, Tamil Nadu.

***Reference:***

* Shall be provided on request.

***DECLARATION***

I hereby declare that the above written particulars are true to the best of my knowledge and belief. If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my capacity, talents & ability and to the entire satisfaction of my superiors.

**Date:**

**Place**: Dubai

**Baby Sheela**