**MOHAMMED**

**MBA- Finance & Marketing**

**Email:** **mohammed.373579@2freemail.com**

**DOB: 15thApril 1985**

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**CAREER SUMMARY:**

Over 7+ years of experience in Stock & Purchase In charge, Production Planning & Control, Work load

analysis, Team management and Managerial skills. Have strong interpersonal, analytical, Procurement Management, Communication, organization and leadership skills with experience ISO Activities in Industry.

**CAREER PROFILE/SKILLS:**

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| * Administrative Support
 | * Production Planning & Control
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| * Coordinate ISO Activities
 | * Materials Follow-up/ Safety Stock
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| * Strategic Planning/Analysis
 | * Team Management
 |
| * Continuous Improvement
 | * Organization Skills
 |
| * Budget Management
 | * Financial Analysis
 |
|  | * Team Leadership Skills
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**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** JC Industries (P) Ltd., Coimbatore, India.

**Tenure:**  February 2010 – September 2017

**Designations:** Stock & Purchase In charge

**Responsibilities:**



* Maintaining the Entire Organization inward & Outward Reports for Senior Manager
* Coordinating the ISO Procedures
* Maintaining the Reorder level checkups & stocking the materials for lean manufacturing process
* Timely delivery of Stock Reports & Execution for Auditing Process
* Responsible for all kinds of Expense reports.
* Delegate work and give tasks to individuals to do
* Checking off and signing invoices and credit notes on a Daily basis
* Physical Stock should be taken in weekly basis
* Every Materials should purchase with Comparison Charts & best quotation
* Maintain Updated Approved Suppliers list in every 3 months
* Ensure quick response to routine inquiries.
* Identifying and resolving stock deficiencies.
* Conducting monthly Performance meetings with General Manager.
* Monitoring all deviation reports
* Maintaining Healthy Relationship with ISO Suppliers
* General Administration.

**ACADEMIC EDUCATION:**

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| DEGREE | COURSE | NAME OF INSTITUTION |
| MASTER DEGREE | **MBA- Finance & Marketing** | Bharathiyar University, Coimbatore,India. |
| BACHLOUR DEGREE | B.Com (CA) - COMMERCE with Computer Application | Bharathiyar University, Coimbatore,India. |
| HIGHER SECONDARY EDUCATION | ARTS GROUP | S.R.C Higher Secondary School, India |

**ADDITIONAL SKILLS:**

* Ms. Word
* MS Excel
* Tally. ERP
* SAP 8.8 Version Tool (Module – B1)
* Internet

**CREDENTIALS:**

* Good communication skills in English.
* Ability to work effectively under pressure.
* Attention to detail.
* Target oriented and positive approach to work.
* Excellent attitude &highly motivated towards job and colleagues.
* Capable of working independently as well as a team member.
* Capable of handling and leading a team.
* Capable of handling critical situations & crisis management skills.

**PERSONAL INFORMATION:**

* **Father’s Name** : Abdul
* **Gender** : Male
* **Nationality** : Indian
* **Visa Status** : Tourist ( Till Jan. 2nd 2018 )
* **Religion**  : Islam
* **Languages known** : English (speak, read and write)

Arabic (Read and write)

***Reference will be furnished on demand***