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| **RESUME** |

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| **NAJEEB**  pppp    Email: [**najeeb.374523@2freemail.com**](mailto:najeeb.374523@2freemail.com) CONTACT ADDRESS AL QUSAIS , DUBAI PERSONAL DATA **Date of Birth : 14-10-1988**  **Age : 28**  **Sex : Male**  **Nationality : Indian**  **Religion : Islam**  **Cast : Muslim**  **Marital Status : Married**  **LANGUAGES KNOWN**  **English, Hindi , Malayalam.** | **To climb up the in the hierarchy with my sheer determination and skills and grow along with the company..**  Career Objectives   * **Good analytical and project management skills with the ability to plan and deliver task to meet deadlines.** * **Well developed inter personal with excellent oral and written communication skills.** * **Strong analytical problem solving ability high proficiency of PC-based applications.**   CAREER PROFILE.  **ORGANIZATION: AL AMER ELECTRICAL BOARDS MANUFACTURING & TRADING COMPANY** *( Member of Al Amer Group, Doha- Qatar* **)**  **DURATION : 2013 September to Till date**  **DESIGNATION: PROCUREMENT CORDINATOR.**  JOB DESCRIPTION   * **Daily supervising of stocks.** * **Making Local Purchase Orders.** * **Daily sales and cash handling.** * **Purchasing and controlling of stocks.** * **Inward and outward stock checking.** * **Computer based store documentation.** * **Processing the invoices for payments** * **Keeping contracts files and using them as reference for the future.** * **Responsible for Payment Collection.**   **TECHNICAL SKILLS**   * **Knowledge in Ez Business Software. (Accounting & inventory control )** * **Knowledge in Edge Business Software. (Accounting & inventory control )** * **Knowledge in MS OFFICE .** * **Operating Sysytems : Windows xp , 7,8,10.** |

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| Driving License Details:     * **License No : 3594713(Light vehicle (Automatic)** * **Issue date          : 21/10/2015** * **Expiry date         : 21/10/2025** * **Place of issue   : Dubai**   Academic History   * **Diploma in Computer Hardware Maintenance from G P T C MEPPADI Kerala India-2006-2009** * **Plus-Two Science from G H SS MAVOOR Kerala , India- 2004-2006.** * **SSLC from GHSS NAYARKUZHI Kerala , India-2004.**   My strengths in the Job   * **Manage multiple tasks efficiently, Dedicated and hard-working.** * **Organized and systematic. Self Motivate & motivating the team members**     Declaration  **I hereby declare that the information furnished above is true to the best of my Knowledge and belief.**  **Place : DUBAI NAJEEB**  **Date :** |