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| **RESUME**  |

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| **NAJEEB** ppppEmail: **najeeb.374523@2freemail.com**CONTACT ADDRESSAL QUSAIS , DUBAIPERSONAL 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 :**  |