CURRICULUM VITAE



MOHAMED

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**Personal Profile**

Nationality : Indian

Marital Status : Married

Religion : Muslim

Languages : English, Hindi

**Total Experience**: **15+years**

**Objective**

Optimum utilization of my knowledge, skill and strength towards continuous improvement and to pursue high degree of knowledge and expertise in the field of Computer Environment also to achieve perfection in all my future endeavors through hard-work.

**Professional Summary**

Gulf experience professional with **10 + years** and totally **15+** Background in providing with Store Keeper/Office Clerk / Purchase assistant / Transport Executive, A/C Technicians

* Ability to self-start & self-correspondence
* Maintaining Good rapport with Management &Clients/Vendor
* Accepting Critics, Keep learning & Gaining knowledge from others experience.
* Well-organized and dedicated team player with excellent communication, analytical, planning, coordination, problem solving and time management skills.
* Excellent knowledge of Internet, Email & web browsing
* Handling all works in proactive manner

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| --- | --- | --- | --- | --- | --- |
|  | · Ability to meet the work pressures | | | |  |
| · | Training Course completed for the following skills | | |  |
|  |  |
|  | - MS-Excel Advanced | | |  |  |
|  | **Technical Skills** | | |  |  |
|  |  |  |  |  |  |
|  |  | ERP Tools | | **Sage, Xpedeon, Orbit** |  |
|  |  |  | |  |  |
|  |  | Packages | | **MS Word & MS Excel** |  |
|  |  |  | |  |  |
|  |  | Operating System | | **Windows 7, XP** |  |

**Technical Qualification**

* **ITI – A/C Mechanic**(Duration: Oct 1998–OCT 1999)
* **DPCA** (Feb-Jul 1998(Computer Course)

**Education Qualification**

* **High School (**Duration: June 1996–May 1997**)**

***Work Experience:***

**Sep 2015 – Oct 2018 - Store Keeper/Warehouse In charge/Time Keeper - Modular Concepts LLC**

**Roles & Responsibilities:**

* Prepare Purchase Requisition & Issuance form 
* Responsible receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per purchase order description and specification required.
* Encode Materials received & issued
* Material Receiving and GRN posting to Company’s System
* Having knowledge of all MEP material
* Preparing Gate pass & Transmittal form for Material transfer to projects
* Issuing materials and tools to the workers as per requirement 
* Arrange the Certification in the delivery orders for the payment process
* Submitting Weekly procurement report along with Delivery note 
* File maintenance for all out going /Incoming Materials
* Responsible For Weekly and Monthly Material report to Department Manager
* Shipments receiving from port as per the packing list all type of construction Materials
* Generating Monthly Hire Consumption Report
* In charge in coordination & monitoring material required
* Monitor the Incoming and outgoing rebar and Equipment
* Monitor the Incoming and outgoing precast materials equipment’s
* Maintaining a record of quality works which will be used for the future for production references
* Regular Monitoring Analyzing of different kind of tools and Materials 
* Material Inventory and monitor stocks Availability 
* Analyzing the stock variances thoroughly and rechecking the same through proper recounting
* Arrange and Segregate materials in their corresponding location
* Daily Routine store work.

***May 2014-Feb-2015 - Office Clerk-Operation Team* -** **Golden Palace Passenger Transport**

**Roles & Responsibilities:**

* Logging / processing overhead invoices
* Applying relevant nominal codes
* Resolving all invoice queries
* Using excel spreadsheets to analyze data
* Weekly reconciliations
* Preparing payment runs
* Statement reconciliations
* Ad hoc admin cover.

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**Jul 2011 – Mar 2014 -** ***Purchase Assistant - CPD DEPT*** ***-* ETA Ascon Group**

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**Roles & Responsibilities:**

* Reviews documents and data for the purpose of ensuring completeness and accuracy of purchasing process
* Enquiry to be floated to respective vendors as per office requirements
* Collating suppliers quotation to prepare the Comparison Statement for Management team
* Negotiating and agreeing contracts and monitoring their progress - checking the quality of service provided
* identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them
* Processes requisitions into approved purchase orders for the purpose of updating and distributing information
* Identifying and planning procurement activities; proposing procurement plan for their projects; approval of procurement requests, within the limits of approved budgets; proposing amendments to existing contracts, if necessary assisting in technical negotiations.
* Maintains purchasing documents, files and records for the purpose of ensuring the availability of documentation and regulatory guidelines
* Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions
* Performs general and program specific clerical functions for the purpose of supporting departmental activities
* Provide purchasing performance evaluation, benchmarking & reporting
* Develop, review and updating procurement process and documentation

**Jun 2005 – Jun 2011 - *Transportation Executive-* M&E Transport Department – ETA Ascon Group** 

**Roles & Responsibilities:**

* On a daily basis manage the vehicle maintenance contract and monitor the service provided to ensure compliance with the contract and legislation, including vehicle breakdown costs, contact with customers, and quality of work done by the contractor.
* On an ongoing basis review workshop and maintenance efficiency, make recommendations to the Fleet Management Officer
* Assist with the day-to-day management, within targets, of the budget for vehicle maintenance, revenue expenditure/income along with the procurement capital budgets, referring exceptions to the Fleet Management Officer
* To assist with the management, development, and implementation of a vehicle procurement and disposal programmed reflecting operational requirements and the need to achieve best practice.
* Maintaining the status of current vehicle available in the whole organization and providing update to the senior management on daily/weekly basis.
* Keep tracking the attendance for all drivers and generating the attendance report on daily basis.
* Preparing annual budgets and reports concerning the operation costs
* Purchasing or leasing appropriate vehicles and necessary equipment
* Controlling the maintenance and repair of vehicles in the fleet
* Organizing replacements and disposal of damaged or old vehicles

**Feb 2002 – May 2005 -** ***A/C Technician - Facility* management division-** **ETA Ascon Group**

**Roles & Responsibilities:**

* Preventive maintenance & Routine service of the primary, secondary chilled water & condenser water pumps, cooling tower, booster bumps, chemical dosing system and pressurization system.
* AHU, FCU Split & Package units servicing and troubleshooting & attends the building complaint.

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