



+971 557607022



mohamedshebeer7@gmail.com



Al Falah, Abudhabi , UAE



Mohamed shebeer

ADMIN AND PROCUREMENT ASSISTANT

CAREER OBJECTIVES

To have a growth oriented career by being part of an organization, Which will aid me to utilize my skills and also contributes to success of the company , It will also benefit me to strengthen me professionally in the chosen field.

PERSONAL INFO

Dob : 23-05-1997

Nationality : India

Passport No : M9944792

AREA OF INTEREST

- Supply chain & Logistics management.
- Sales & Retail management.
- Documentation.
- Travel and Tourism.
- Office Assistance.

TECHNICAL SKILL

- Out look
- Ms office
- Galileo
- Amadeus

DRIVING LICENSE

VALID UAE LICENSE (MANUAL)
No: 2789130

VALID INDIAN LICENSE
No: 46/11641/2015

WORK EXPERIENCE

ADMIN AND PROCUREMENT ASSISTANT 2021 Dec on wards

**VEND BARON OIL AND GAS EQUIPMENT SUPPLY AND INSTALLATION
ABUDHABI, UAE**

- Responsible for handling tele calls , email & Tax from outside corporates / Client.
- Purchase & Procurement Supply of product / Materials.
- Negotiate for the best cost for products / Materials.
- Tracking & recording through documentation for arrivals.
- Communicating with the vendors / Clients / Customers / Team Members & Managers to align the goals.

SALES AND RESERVATION CONSULTANT

FLY WELL TOUR AND TRAVELS INDIA PVT LTD

2019 To 2021

- Handling phones & assisting customers in making , altering or canceling reservations.
- Respond to emails with reservation information , confirmations & additional details.
- Advise customer regarding ongoing promotion or available upgrade that may enhance their expectations.
- Guiding Customers.

EDUCATION

➤ **BACHELOR OF BUSINESS
ADMINISTRATION**

ANNAMALAI UNIVERSITY
2018 - 2021

➤ **DIPLOMA IN LOGISTICS &
SUPPLY CHAIN MANAGEMENT**

London college India campus 2019

➤ **HIGHER SECONDARY
EDUCATION**

**KERALA BOARD OF HIGHER
SECONDARY EXAMINATION**
2013 TO 2015

➤ **HIGH SCHOOL
EDUCATION**

**KERALA BOARD OF
EXAMINATION 2013**