



DILSHAD M

Buying Co-Ordinator Store Keeper

PERSONAL PROFILE

I step forward with my skills and abilities for an organization, where there is a potential growth and recognition to put in maximum contribution, so i can utilize my knowledge and experience for the development and growth of the company in the field of inventory management.

Work Experience

Buying Coordinator

Lulu Group Intl. Oman | Nov 2019 -Mar 2020

Duties and Responsibilities

- Create and Send Purchasing Orders
- Research and Evaluate Suppliers
- Monitor Purchases through the Delivery Process
- Evaluate Supplier Performance
- Assess products, services, and vendors
- Develop and implement recommendations for supply chain management optimization
- Conduct product and service quality appraisal
- Managing Stock Levels.

Store Keeper

Lulu Group Intl. Oman | Nov 2014 -Nov 2019

Duties and Responsibilities

- Maintain receipts, records, and withdrawals of the stockroom
- Receive and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labelling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.

CONTACT ME AT

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☎ +971 582696680

📍 Residential Address:
Villa 63, 39th street- Hor Al
Anz East- Abuhail- Dubai

PERSONAL DATA

Nationality	: Indian
Gender	: Male
DOB	: 19/07/1989
Marital Status	: Married
Religion	: Muslim
Passport No	: U3042863
Passport Expiry	: 09-08-2030
Visa Status	: Visit
Visa Valid Until	: 17/03/2022

LANGUAGE KNOWN

- 📖 English: Read,Write,Speak
- 📖 Hindi:Read,Write,Speak
- 📖 Malayalam: Read,Write,Speak
- 📖 Arabic: Read,Write

Data Entry

RVS Infotech-Kochi, India. 2020 May to 2021 January

Duties and Responsibilities

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Supervisor

Islet Coast Trading Company-India 2011 March to 2013 March

Duties and Responsibilities

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.

ACADEMICS QUALIFICATION

- 2012-Graduated in BA Economics-University of Calicut-Kerala
- 2007-Plus Two-Board of Higher Secondary Education-Kerala
- 2005- Matriculation - State Board of Secondary Education-Kerala

KEY SKILLS

- Fluent English.
- Good Communication Skills.
- Good Reporting Skills.
- Self -Motivated and Hardworking

COMPUTER SKILLS

- Windows 10
- Proficient in MS Word, Power Point and MS Excel & Outlook
- SAP – Me21n
- LFS- Warehouse Management System

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

DILSHAD M