

CURRICULUM VITAE

Dilshad.M

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CAREER OBJECTIVES

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** 2019 November to 2020 March
Lulu Group International- Muscat, Oman

x **Duties and Responsibility**

- 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** 2014 November to 2019 November
Lulu Group International- Muscat -Oman

Duties and Responsibility

- Maintain receipts, records, and withdrawals of the stockroom
- Receive and shelve 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.

- **Supervisor** 2011 March to 2013 March
Islet Coast Trading Company- Coimbatore -India

Duties and Responsibility

- 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.

- **Data Entry (Medical Device System)** 2020 May to 2021 January
RVS Infotech- Kochi-India

Duties and Responsibility

- 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.

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

PERSONAL PROFILE

Name	: DILSHAD M
Gender	: Male
Date of Birth	: 19.07.1989
Nationality	: Indian
Religion	: Islam
Languages Known	: English, Arabic, Hindi and Malayalam
Marital Status	: Married
Passport No	: U3042463
Date of Expiry	: 09.08.2030
Visa Status	: Visit
Visa Valid Until	: 17.03.2022

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

DILSHAD MANAYIL