

Mohamed Tharik SS Ibrahim

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Language: Tamil, English, Hindi, Arabic, Malayalam

Visa status : Long term visa until 07-05-2022

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Career Objective

To be associated with a progressive organization that gives me scope to apply my knowledge and skills, seek a challenging and interesting job that encourages zeal to learn, and achieve professional and personal growth along with your esteemed organization.

Summary

- Purchasing all Spare Parts for Machines, Raw Material for Printing & Duplex Carton Manufacturing Company of a 200 employee's strength locally (Saudi Arabia) as well as Internationally (Specially from US, UK, Switzerland, Germany, EU Countries, Shanghai states & GCC countries)
- Negotiated prices for and ordered materials/ parts from vendors
- Provided customer service to end-use customers and ensured timely delivery to said consumers
- Invoiced customers, negotiated prices, mail, fax, and photocopied documents for service coordinators
- Organizes item orders by editing for price, promotions, weight compliance.
- Arranges shipments by checking stock to determine inventory levels; anticipating delivery requirements; placing and expediting orders.
- Ships items by examining items, destination, route, rate, delivery time; ordering carriers.
- Verifies items shipped by matching bills of lading; reconciling quantities; noting discrepancies.
- Keeps customers informed by forwarding notice of item availability, shipment date and method, and current status; answering questions.
- Replaces damaged items, shortages, and midshipmen's by determining optimal response of replacement or credit.
- Protects organization reputation by keeping pricing, promotion, purchase order, and credit-limit information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Managed suppliers' monthly payments Sales

- Visited business establishments to solicit business for printing firm.
- Explained technical phases such as type size and style, paper stock

Experience

Purchase Specialist

Shater Al Ebtekar Industry Co. (Printing and Packaging)

Mar 2018 – Feb 2021 (3 Years)

Warehouse Manager

Shater Al Ebtekar Industry Co. (Printing and Packaging)

Mar 2017 – Mar 2018 (1 Year 1 Month)

Dispatcher

Shater Al Ebtekar Industry Co. (Printing and Packaging)

Mar 2016 – Mar 2017 (1 Year 1 Month)

Technical Skills

- Gluing Machine (BOBST) Operation
- UV Machine Operation
- Folding Machine Operation
- Adobe Photoshop
- Adobe Premiere
- FCP Final Cut Pro
- 3DS Max
- Illustrator
- Corel Draw
- Videography
- News Reporting
- Morph
- Forklift operator

Education

The New College, (University of Madras, Chennai)

Bachelor of Science in **Visual Communication** (Apr 2012 – Apr 2014)

CSC

Master Diploma in Multimedia Graphic Animation

Oct 2011 – Oct 2012

Area of Interest

Service Quality

Customer Experience

Operations Management

Purchase Planning

Forklift Operation

Dispatching

Documentation

Warehouse Operations

Secretary

Quality Control

Honors & awards

Appreciation of dedicated actions - Mar 2021

Best Performer - Shater Al Ebtakar Industry Co. (Printing and Packaging)

Declaration

Hereby, I declare that all the information's provided above are true to the best of my knowledge and belief.

Date:

Place:

Mohamed Tharik