



Contact No: +919488690719+971504789058

Email: jsshakir@gmail.com

Career Objective

To seek a challenging career in an esteemed organization where my innovative and creative approach can flourish and improve the long term growth potential of the company – Task oriented, balanced, by the ability to handle people in team environment.

Career History

Worked for Reputed Organization in Middle East based Manufacturer of Fire Fighting Products in UAE.

Worked for Reputed Organization for Retails, Home Appliance, Auto mobiles and Fire Fighting Products in UAE.

Worked for one of the leading finance service provider in UAE.

Educational Background

Completed in MBA in Operation Management - 2014 at Manipal Academy of Higher Education - Dubai Campus

Graduated in Bachelor of Business Administration - 2007 to 2012 – City International College, AjmanUAE, Specialized in Marketing, Finance and Human Resource.

Employment Background

Employer : Waterfall pumps manufacturing
Designation : Sales Support Coordinator
Location : Khawaneej al ttay warehouse- Dubai-(UAE)
Duration : March 2022 to September 2022

RESPONSIBILITIES:

- ❖ Receiving the enquiry for the fire pump systems and spare parts .
- ❖ Sending to engineering department to quote the fire pump enquiry.
- ❖ Coordinating for the materials available status from the productions.
- ❖ Checking Stock Availability from the stores.
- ❖ Checking the with Accounts for the payment status.
- ❖ Create sales order acknowledgement delivery of materials.
- ❖ Create Invoice and packing list for delivery of materials.
- ❖ Process the order into the system after approval.
- ❖ Track the sales order to ensure that they are scheduled and sent on time.
- ❖ Post order for all the local and international sales into the production.
- ❖ Arranging the delivery and ensure that client received the materials based on their requirements.

AHAMED SHAKIR SHAIKH

- ❖ Prepare the reports on daily, weekly and monthly basis.
- ❖ Follow-up with purchase for the materials status and its ETA.
- ❖ Arranging the technical submittal hardcopy and sending to client.
- ❖ Generating proforma invoice, packing lists and providing legal documents for exported goods.

Employer : Naffco
Designation : Logistics officer & purchase
Location : Dubai Jebel Ali Free Zone & Sharjah - (UAE)
Duration : March 2018 to December 2021

RESPONSIBILITIES:

- ❖ Reviews customer order for Fire Alarm and Fire Fighting Materials.
- ❖ Create Sales order in Oracle for Customer Materials request.
- ❖ Check and Traced with item code and Model number of materials in Oracle.
- ❖ Checking Stock Availability in RMS, FGS Store and in other branches of naffco.
- ❖ Making Sales order Approval with Accounts and Cost Accountant.
- ❖ Create Invoice and delivery note for delivery of materials.
- ❖ Create Internal LPO for materials which not in Stock.
- ❖ Managing Inventories and maintaining accurate purchase and pricing records.
- ❖ Create Work order for materials which are need fabricate it.
- ❖ Prepare internal office Memorandum for Service materials from third Parties.
- ❖ Follow with Supplier when materials when will be receive to our company.
- ❖ Updated daily Sales order in the Excel Sheets.
- ❖ Updated daily Materials delivered and Invoiced to customers.

Employer : Al Arabia Safety and Security LLC (Juma al majid Est)
Designation : Accounts Administrative officer & HR
Location : Umm Al Ramool, Dubai – (UAE)
Duration : January 2015- February 2018

Employer : Dunia Finance (Fullerton Financial Holding),
Designation : Call center support representative
Location : Dubai Outsourced City
Duration : April 2011- September 2014

Skills/Abilities

Computer Skills.

1. Word, Excel, Power Point
2. Oracle
3. Outlook mail

Banking Skills.

1. Emcredit /Embounce
2. Central Bank
3. World Checks
4. Black list

AHAMED SHAKIR SHAIKH

Supplier Portals, Engineering Skills.

Knowledge: Dewa, Dubai Airport, Serco, Emaar, Tecom, Damac, Enovo, Enoc, Emrill, Easa Saleh Al Gurg, Imdaad, Caterpillar, AG Facilities & EO Portal. Auto cad 3D Dimensions.

Technical Skills.

Setting and Installing Android Receiver and TV.

Personal Information

Birth date	02nd March 1987
Civil Status	Married
Nationality	Indian
Place of Birth	Dubai, UAE
Driving License	Valid UAE Driving License
Languages Know	English, Arabic, Hindi, Tamil and Malayalam

Declaration

I hereby declare that the information given above is true to the best of my knowledge.

Place: Dubai

Ahamed Shakir Shaikh