

Mohamed Jamsheer

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EXPERIENCE

Shams Primary School, Oman — *Administrator*

MAY 2018 - JAN 2020

- Organized and facilitated educational and social activities.
- Handled relations with parents, faculty and the community.
- Purchase goods and equipment, and process invoices.
- Liaise with other institutions, external agencies, govt. departments.

Saqr Port, Government of RAK — *Purchase & Procurement Coordinator*

DEC 2012 - MAR 2018

- Communicated with all levels of management in the areas of planning, purchasing, logistics and operations.
- Maintained strong relations with suppliers, and achieved cost reductions as the company endured cycles of cash flow constraints.
- Coordinated and ensured timely delivery of materials.
- Experienced using ERP, SAP and MS Office Suite.

ING Vysya Bank, India — *Business Development Executive*

SEPT 2011 - AUG 2012

- Generated sale of bank products for my assigned area.
- Undertook Market mapping, Customer mapping, Competitor mapping.
- Achieved the assigned sales targets successfully.
- Coordinated with internal teams to accomplish the assigned tasks.

EDUCATION

Bachelor Of Business Administration

Calicut University — Kerala, India

SKILLS

- ERP system expertise
- MS Office proficiency
- Inventory management
- Planning and organization
- Teamwork and collaboration
- Results focused
- Attention to detail

LANGUAGES

English
Arabic
Hindi
Malayalam

PERSONAL DETAILS

Nationality: INDIAN
D.O.B: 13/03/1989
Marital status: Married
Driving Lic: UAE and Oman