



MOHAMMED.KHUTUBADDIN



ASKMMOHD@GMAIL.COM



JABEL ALI FREE ZONE, DUBAI



15/08/1987



INDIA



+971 - 582534050

Position: - ADMIN COORDINATOR

Team - Supermarket Admin (H.O)

AI MAYA TRADING CO. L.L.C (UAE) National
Industrial Park, Jebel Ali Industrial
3, P.O. Box:8476 Dubai, UAE

August 2017 to current date...

TECHNICAL SKILLS

MS-office

- MS Excel, PowerPoint, MS Word....

MS-windows

- Operating System-XP, 7,8,10

JDE (Java Developed Enterprises)

- New Listing of SKU's in the item master (Regular & Promotion)
- Making LPO for stocks replenishment to The local supplier

Diploma in AutoCAD & Civil Draughtsman&Photoshop

KEY RESULT AREAS

- New Listing of SKU's in the item master (Regular & Promotion)
- Agency/Vendor Transfer
- Correcting the master data of the existing in SKU's in the system
- Responsible to take the proper approvals from management of SKU's for all the SMKT whether the SKU is Approved for that particular store or not
- Keeping an eye on the SMKT purchase if the correct SKU is purchased from correct supplier
- Worked & maintained the supplier catalogue i.e. Updating the correct cost for the right supplier & as per the UOM for the product in order to avoid any issues during the purchase at SMKT level
- Branch audit to check whether any non-approved products are purchased or purchases are happening without the higher authority approvals and reporting to management
- Acts as a coordinator with all the category manager, purchase manager & with the operation managers, director for the smooth functioning of SMKT if any issues arrive
- Document keeping and controlling
- Preparing monthly business review and submitting to the management

CAREER CONTOUR

Worked as Data
entry operator at
"SHAI-LA
INVESTMENT &
FINANCE PVT LTD
(XYLEM SEEDS PVT
LTD) Hyderabad,
Telangana, (INDIA)
from (Feb-2012 to
May-2014

Worked as Data
Control Officer at
(PHI- SEEDS PVT
LTD) Hyderabad,
Telangana, (INDIA)
From (April-2014 to
May-2015)

Worked as ADMIN
COORDINATOR at
(TATA FINANCE
PVT LTD)
Padmavathi Colony,
Mahbubnagar,
Telangana, (India)
from (July-2015 to
March-2017)

Working currently
ADMIN-COORDINATOR
at (AI MAYA
TRADING CO. L.L.C)
UAE National
Industrial Park, Jebel
Ali Dubai, UAE since
August -2017

EDUCATION

- Pursuing Degree final year BSC (BZC) from Adarsha Degree College, India.
- (10+2) Intermediate Passed from Govt. Board of Intermediate Education, India.
- Secondary School Certificate from Board of Secondary Education, India.

PERSONAL INFO

- **Father's Name** : Mohammed Zaheeruddin
- **Date of Birth** : 15th August 1987
- **Age** : 32 Years
- **Sex** : Male
- **Marital Status** : Married
- **Religion** : Muslim
- **Nationality** : Indian
- **Languages** : English, Hindi, Telugu & Urdu
- **Visa Status** : Employment Visa (Expiry Date: - 10-09-2021)
- **Notice period** : join immediately

DECLARATION

I do hereby that the particulars of information and facts stated herein above are true correct and best of my knowledge.

Mohammed Khutubaddin

