

Curriculum Vitae

Muhammed Abdul Gaffar

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Synopsis:

A Bilingual Admin professional with 18 years of GCC working experience from UAE, Qatar and Saudi Arabia in **Administration, Business, Academic, Purchase & Sales** fields. Quality conscious, committed to organizational success. Extremely self-motivated, dedicated team player with integrity and drive for success.



Experienced in:

- ❖ Administration & Business
- ❖ Purchase & Sales Coordination
- ❖ computer Training
- ❖ Management, customer care & supervising
- ❖ Document controlling
- ❖ Effective Interpersonal Communication & Presentation skills

Education:

- **MBA (HR)** - Currently doing with Bharathiar University (Distance Education) India
- **Bachelor Degree in English & Arabic** (Calicut University, Kerala, India)
- **Pre- Degree** (1988 - 1990) - Farooq College, Kerala, India
- **Secondary School** (1988)- Govt. Ganapath High School, Kallai, Kerala, India

Technical Qualifications

- **ICDL** (International Computer Driving license) - April 2011- Qatar
- **CTP** (Certified Training Professional) - May 2011- Dubai- U.A.E
- **DPCS** (Data Preparation and Computer Software -Central Govt. of India Certificate)
- **High Proficiency in Typewriting English and Arabic**

Computer Proficiency

- **Proficient in SAP (Purchase module), internet & E-mails, MS Outlook**
- **Microsoft Office applications (High proficiency in English and Arabic platforms)**
- **Photoshop (Basic), computer hardware (Basic)**

Work Experience in U.A.E



Job Title : Purchase Executive
Place of Work : GECO IPL& TECON LIMITED, (Purchase dept.) Sharjah, U.A.E
: A member of AlBathaEng. group (www.albatha.com)
Duration : Jan 2018 till 31 May 2020

Responsible Duties:

- Dealing with suppliers and taking Quotation for quality products at reasonable rate
- Vendor registration process, maintaining good relationship with vendors
- Processing purchase order in **SAP** in align with Sales team, its execution.
- Delivery follow-up, preparation of Purchase forecast.
- Dealing with Petty cash, Invoicing & Payment follow up
- Assisting Purchase Manager for Analysis and procurement planning
- Submitting stock reports, maintaining accurate records, updating supplier details.
- Tracking and updating the flow of Purchase till prompt delivery.

Job Title : Sales Executive, GECO IPL, GECO CHEMICALS OIL& GAS FIELD
Duration : Aug 2016 Dec 2017

Responsible Duties:

- Selling of Refrigerant gas, Plastic granules & chemicals
- Achieving targets, Reporting to Line Manager



Job Title : Administration Supervisor
Place of Work : Leads Education center, Sharjah, U.A.E (www.leadseducation.com)
Duration : Nov 2013 Aug 2016.

Responsible Duties

- Official agent for dealings with **Ministry of Education, Sharjah**
- Course coordination and students counseling works.
- Accomplishes staff results by communicating job expectations; planning, monitoring, initiating, coordinating, and enforcing systems, policies, and procedures.
- Document controlling, Exam invigilator for university and IELTS exams.
- Responsible for the day-to-day management and supervision of the center's administrative functions.



Work Experience in Qatar

Job Title : Computer Instructor cum Administrator
Place of Work : Family Computer Centre [www.fccqatar.com. Doha-Qatar]
Duration : 13 years (Feb 1999 till Jan 2012)

Responsible Duties

- Admission procedure & Students counseling
- Dealing with **Ministry of Education, Doha, Qatar**
- Teaching various computer software (ICDL & Microsoft Office package) both in **English and Arabic** interface
- Language Teacher(**English and Arabic**)& Typing Instructor(**English and Arabic**)
- ICDL Examination Invigilator



Work Experience in Saudi Arabia

Job Title : Computer Operator cum admin
Place of Work : Al-Marefah Printing Press, Hail, Saudi Arabia
Duration : 1 and half years (June 1997 till Feb 1999)

Responsible Duties

- Prepare and maintain files and records. General correspondences, memorandums, reports, schedules, purchase orders and other materials.
- Check and review a variety of data for accuracy, completeness and conformity to established standards and procedures.
- Maintain financial transactions of office funds and filing system.

Work Experience in India

Job Title : Academic Supervisor
Place of Work : Malabar Central School, Panniyankara Calicut, Kerala, India
Duration : April 2013 till 25 Oct 2013.

Responsible Duties

- Responsible for the day-to-day management and supervision of the School.
- Recruiting staff for the school and providing necessary coaching for the staff.
- Inspecting and analyzing qualities of both teachers and students
- Preparing reports about faculties for the management.
- Maintaining a safe campus abiding school rules and policies, and acting as a liaison to parents, Management and staff
- Organizing activities, parents meeting and school trips and school transport
- Manages all school scheduling, emergencies and special events
- Ensures general cleanliness, appearance and safety of the school premises
- Dealing with all concerns and complaints.

Languages known

Excellent Reading, Writing and speaking fluency in the following languages
English, Arabic, Hindi, Urdu, Malayalam

Personal Data:

Date of Birth : 29-04-1973
Nationality : Indian
Religion : Islam
Marital Status : Married

I hereby declare that the above-mentioned information is true & up-to-date to my knowledge and belief.

Muhammed Abdul Gaffar