

JASSIM KHAN

LOGISTICS/PROCUREMENT COORDINATOR




PERSONAL PROFILE

Looking for a challenging career, where there is a scope of growth, Always on a look out for a positive and bigger outlook. As well as to approach potential customers with the aim of winning new business and to maintain good relationships with existing clients. Gaining repeat business wherever possible. I am willing to give total support to the organization that I am in with the experience and capability that i have in order to achieve organizational goals and create mutual benefits.

PROFICIENCY

Windows
HTML
MS Office

CONTACT

 Musaffah, Abu Dhabi
 jazimss@gmail.com
 +971 559730103

SKILLS

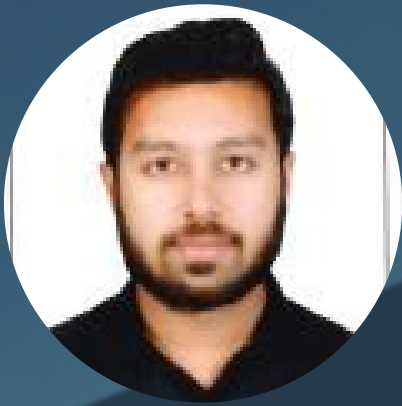
- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

WORK EXPERIENCE

Daemaar Trading LLC, UAE, Procurement/Logistics Coordinator

SEPTEMBER 2018 - PRESENT

- Ensure premises, assets and communication ways are used effectively
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management
- Process purchase orders for materials and subcontract labor, monitor procurement, shipping and delivery of materials for all solutions
- Communicate current pricing and availability to Proposal Manager and Estimators.
- Assist project team in developing and maintaining project process related documents as well as monitoring compliance of projects with established procedures
- Keep the project team well informed of any changes or updates in material availability



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EDUCATION

Completed Diploma in
Electronics and
Communication Engineering

Completed Higher Secondary

Completed SSLC

PERSONAL DETAILS

Date of Birth - 23.2.1991

Father's Name - Mr NK Jaffar

Nationality - Indian

Mother Tongue - Malayalam

Religion - Islam

Marital Status - Single

LANGUAGES KNOWN

English

Hindi

Malayalam

Tamil

Delight International Movers, UAE, Operation Coordinator and Supervisor

MARCH 2017 - JULY 2018

- Oversee daily operations of the office
- Schedule and coordinate vendors
- Keep organized ledger of expenses
- Remain on budget by always seeking the best prices for supplies and services
- Ensure all office equipment is functioning properly

Idea cellular Limited Sales Executive

JUNE 2015 - NOVEMBER 2016

- Presenting the product or service favorably and in a structured professional way face-to-face.
- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.

PASSPORT DETAILS

- Passport Number - N6257454
- Date of Issue - 15/01/2016
- Date of Expiry - 14/01/2026
- Place of Issue - Cochin

UAE LICENSE DETAILS

- License Number - ADTR163063
- Date of Issue - 10/06/2018
- Date of Expiry - 09/06/2020
- Place of Issue - Abu Dhabi

INTERESTS

- Solving problems and Puzzles
- Intelligent Strategist
- Socializing with Friends