



RABEEK MOHAMED. A

Email ID: rafeek_14593@outlook.com

OBJECTIVE

Seeking for an opportunity to work with a growing and reputed organization where I can utilize my experience in the dynamic field with my utmost capabilities.

CAREER HIGHLIGHTS

July 2015 to Present:

Designation:

Location:

SOUTH HURAIKAN OFFICE APPLIANCE & STATIONERY Est.

SALES COORDINATOR

ABU DHABI, UAE

JOB DESCRIPTION

- Produces reports based on the sales of employees in the sales & Purchase department
- Meets with people in other departments to help promote product
- Trains new employees to make sure they meet various guidelines
- Creates new and innovative ideas to sell product
- Responds to any inquiries from the consumer
- Evaluates the performance of sales people
- Hires and fires sales team members when necessary
- Reads and evaluates sales reports
- Meets monthly sales goals as provided by management
- Makes sure that sales orders are delivered in a timely fashion and according to the desires of customers
- Settles upon delivery dates and times with other departments to make sure that the consumer interaction is of the utmost professionalism
- Makes presentations to management which explain how to meet sales goals and talk about any new innovative ideas that management may have
- Has the ability to read any and all financial documents, especially cash flow statements and general ledgers
- Assists the marketing department in new marketing campaigns
- Makes sales goals and assists other members of the sales department in meeting them.

CAREER HIGHLIGHTS

Jan-2008-Jun-2015:

Designation:

Location:

ADNOC-ONSHORE(ADCO)

PURCHING COORDINATOR (General Services Department)

ABU DHABI -UAE

JOB DESCRIPTION

- Executed purchase orders for preparation and delivery stages.
- Formulated product requirements and executed customer service mechanisms.
- Assisted in transfer of materials for warehousing functions.
- Documented and maintained client inquiries and purchase orders.
- Reviewed client orders to maintain internal document systems.
- Maintained sales information in coordination with sales department
- Analyzed and resolved issues relating to purchase orders.
- Conducted research about vendor disputes such as contract issues.

Current Location:

Abu Dhabi, UAE

Mobile # +971-

551892565

Personal

Information:

DOB: 14 May 1984

Marital

Status: **Married**

Religion: **Islam**

Nationality: **Indian**

Languages:

English, Hindi,

Tamil, Malayalam

Resident Address:

#178, Salai Street,

Ponneri,

Tamil Nadu.

Summary of

Experience

As a strong communicator & dedications towards work, I have now ability to work in more pressured situations & have extensive skills in handling matters well.

PROFESSIONAL EXPERIENCE, SKILLS & COMPETENCIES

- Strong Working Experience in Business Software (**Maximo, QBM, Tally System**).
- Panoptic knowledge of ERP and Oracle software programs.
- Knowledge of SAP and Ariba Application.
- Familiar Ms-Office Packages
- 10 years experience in UAE

ACADEMIC QUALIFICATION

- Bachelor of Business Administration (BBA)–UNIVERSITY OF MADRAS (Tamil Nadu).
- Secondary School on State Board (Tamil Nadu).
- Diploma in MS-OFFICE.

PERSONAL INFORMATION

Father's Name : Akbar Basha
Passport No : N2951933
Visa Status : Cancelled
License : Light Vehicle file Opened in Abu Dhabi (UAE)
India Address : #178, Salai St, Ponneri-Tamil Nadu, India.
UAE Address : Hamdan street, Abu Dhabi, UAE

DECLARATION:

I do hereby declare that the InformationFurnishedabove istrue to the best of my knowledge.

RABEEK MOHAMED. A