



Mohd Vikaruddin W. Shaikh

Dubai, U.A.E. | Email: mvikaruddin@gmail.com | Mobile: +97155 7171369

Career Objective

Seeking a professional working platform, with a strong desire to put in my inherent skills and abilities to the effective utilization and realization and contribute to the progress of the organization with subsequent expansion in my knowledge sphere.

Skills and Experience

Industry	Level	Years of Experience
Construction	Administration	5.0
Building Materials & Kitchen Equipment	Management	2.4
ITES	Admin & Sales	4.6
Office Automation	Sales	3.0

Employment History

Job Title Project Coordinator

Company Al Ghandi Investments Dubai, UAE

Industry Construction.

Period February 2014 till date.

Job Responsibilities

- Daily site progress update in the system.
- Preparing letters to consultant and contractors as per Engineer's instructions.
- Identifying and supervising on snag works.
- Market Survey and sourcing materials for the project.
- Maintaining follow-ups with suppliers and contractors for project materials.
- Taking Complete ownership of the Task assigned.
- Co-ordinating with government such as DEWA, DM & RTA.
- Preparing reports.
- Stock and Inventory Management.
- Document Tracking.
- Preparing & maintaining Material log, Inspection log, Shop Drawing log etc.
- Coordinating with Accounts for Payment Follow-ups for Sub Contractor's, Consultant etc.

Job Title Procurement & Logistics Assistant

Company Al Ghandi Building Materials Co. LLC, Dubai, UAE

Industry Building Materials & Kitchen Equipment

Period October 2011 to February 2014.

Job Responsibilities

Procurement Process

- Prepare documents for payments along with complete supporting documentation (Approved Purchase Order, Vendor Invoices, and Goods Delivery Notes etc.)
- Ensure the flow of procurement process in a smooth and professional manner through pre-qualified vendors/suppliers.
- Implement comparative statements for every purchase order to keep the procurement within budgetary limits.
- Negotiation with vendors regarding discounts, payment terms and delivery period in coordination with the Procurement Incharge.
- Reviewing procedures continually implementing the practical policies preventing below-specification buying and ensuring the economical procurement.
- Ensure timely submission of invoices to accounts department for their exact booking in accounts.

Materials Management / Purchasing

- Ensuring optimum inventory levels and stock balancing (finding stock shortages/fast moving items and placing order accordingly).
- Creating part number and description in Ferguson for the purpose of preparing Import Purchase Order & Local Purchase Order.
- Preparing enquiries to Suppliers and placing Orders (Local Purchase Order & Import Purchase) against Customer Orders and Stock Balancing.
- Preparing Stock Receipt Vouchers for locally purchased items.
- Preparing prices for display items.
- Giving notification to the estimation and sales team regarding new arrival of goods.
- Preparing Quotation and making Invoice for Direct Customers.
- Preparing Delivery Note, Stock Withdrawal Voucher and any other paper work regarding the Stock details for Direct Customers.
- Preparing inter-store transfer voucher for materials to be displayed in Dubai Showroom and new warehouse in the case of new stock arriving time, replacement of removing materials etc.
- Thorough knowledge of stock availability, location, quantities, technical details and prices.
- Co-ordination with Accounts for making reports for Sales returns, status of confirmed orders, finding out weighted average cost for the sales staff quotations and stock adjustment papers in the case of materials excess and shortage.
- Stock Control:
- Samples issued to customer, to sites and updating in system by reserving in AS400 & follow-up regarding the materials submitted at sites until the time of invoicing or materials received back by stores.
- Sales return controlled in system.
- Showroom displays/samples.

Materials Inspection

- Conducting inspection in stores for stock assessment and reporting.
- Co-ordination with the stores people regarding damaged items for the purpose of insurance claim.
- Delivering goods to customers from Dubai showroom stores and checking the materials in front of them to avoid the return of material due to missing of spare parts or damages.
- Tallying system Quantities with Physical stock.

Other Responsibilities

- Provide system training to Sales Team in AS 400 System.
- Giving Sales Training and Product clarification to New Sales Executives.
- Handling Showroom Sales in the absence of Sales personnel and doing necessary paper work and customer follow-ups, etc.
- Attending to phone calls and directing calls to the concerned staff as required.
- Suggestion of showroom displays from stock (merchandising) and suggest displayed location in

showroom.

- Maintain records both printed and electronic for audit purposes.
- Maintain Vendor List and addition of Vendor Codes of Supplier/Subcontractors in system to avoid duplication.

Job Title Senior Associate Technical Support & Sales

Company DELL, Pune, India

Industry ITES (Information Technology Enabled Services)

Period May 2010 to October 2011

Job Responsibilities

- Handling Chat Support for Dell Systems.
- Troubleshooting Desktop and Laptops.
- Complete Hardware and Software troubleshooting.
- Upselling of value-added services.
- Handling higher level troubleshooting on basic internet connectivity issues and software support.
- Build up interactions with external client support.
- Making Outbound Calls if required.

Job Title Executive Technical Support & Sales

Company IBM Daksh, Pune, India

Industry ITES (Information Technology Enabled Services)

Period April 2007 to May 2010

Job Responsibilities

- Handling Inbound Calls for HP Technical support.
- Troubleshooting Desktop and Laptops.
- Complete Hardware and Software troubleshooting.
- Upselling of value-added services.
- Handling higher level troubleshooting on basic internet connectivity issues.
- Build up interactions with external client support

Job Title Admin & Sales Executive

Company Rajpurohit GMP (India) Ltd, Pune, India

Industry Office Automation

Period January 2004 to January 2007

Job Responsibilities

- Oversee procurement of office supplies.
- Maintenance of office equipment & facilities.
- Receive all incoming materials, reconcile with purchase orders, process & distribute documentation with purchase orders, reports, documents, track damages & discrepancies on orders received.
- Maintain the warehouse, records area and stores area in a neat and orderly manner.
- Assist with bookkeeping, payroll, A/R and A/P processing
- Provide administrative support to sales staff and assist in preparing internal sales reports

Qualifications

Year Institution Degree / Qualification

2000 University of Pune B. Com (Marketing & Business Entrepreneurship)
2002 ECIL, Pune Diploma in Computer Hardware Engineering

Work Related Training & Certification

Year Institution Training / Certification

2013 Zabeel Institute, Dubai CIPS (Pursuing)

Personal Details

Nationality Indian
Date of Birth 05-Nov-1977
Marital Status Married
Employment Status Employed
Driving License Holding valid UAE driving license