



# MUHAMMED ANVAR.T

## CAREER OBJECTIVE

To build a long-term career in Purchasing, Procurement, Logistics, Supply Chain, Shipping, Administration, Cashier, Coordination & Operations, that offers professional growth and continuous learning opportunities.

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## PERSONAL INFORMATION

Address	: Dubai, U.A.E
Email Address	: <a href="mailto:mdanvar2010@gmail.com">mdanvar2010@gmail.com</a>
Mobile no.	: 0562384313
Birth Date	: May 23, 1972
Marital Status	: Married
Nationality	: Indian
Visa status	: Visit Visa

## EDUCATIONAL QUALIFICATION

**B. Sc Graduated**  
Calicut University, Kerala, India.

**Computer Diploma**  
MS Office (Excel, Word, Internet, Outlook, Etc)

## KEY HIGHLIGHTS

Typing in English & Arabic  
Working Experience in Word, Excel, internet, Outlook & Arqam ERP  
Solution

## MAJOR STRENGTHS

Ability to effectively interact with members at all levels of the organization.  
Flexible to different kinds of work environment.  
Willingness to learn and work hard.  
Professional and energetic demeanor

## WORK EXPERIENCE

### **Aflak Electronics Industries Co. Ltd, Riyadh KSA, Mar. 2013-2017**

Designation: **Logistic coordinator/Admin Asst/Cashier**

#### Responsibilities

- Ensure competent quality execution of all regular purchasing duties and administrative works.
- Maintain complete updated purchasing records/data and pricing in the system.
- Prepare reports and summarize data including sales report and book value.
- Execution and monitoring of all regular purchasing duties.
- Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- Support relevant departments with quotations for the purpose of tenders.
- Coordinate with suppliers to ensure on-time delivery.
- Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
- Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
- Purchase and issue order in accordance to specification.
- Plans and manage inventory levels of materials or products.
- Source for new parts, suppliers or sub-contractors when the need arises.
- Monitor and co-ordinate for deliveries of items.
- Responsible for the acceptance, processing, and completion of all commercial cash and non-cash transactions, in accordance with policies and procedures
- Daily office routine such as checking & replying e-mails, filing, answering phones, operating fax, scanner and photocopying machines.

### **Intercontinental Hotel Riyadh, KSA –Apr.2011 – Oct.2012**

Designation: **Purchase Secretary/Coordinator**

#### Responsibilities

- Assist purchase managers in making purchases
- Ensure about the cost, quality and availability of product before purchasing
- Maintain and update all sales and purchasing reports for forecasting and cost tracking
- Provide administrative support to the purchase department
- Select and send products to consumer testing laboratories
- Track the status of products submitted for testing and maintain reports
- Evaluate purchase orders and find ways for cost cutting
- Coordinate with account department for invoice processing

- Update concerned department about procurement of materials
- Help in daily office routine such as drafting, filling, answering phones, operating fax, scan and photocopying machines

### **Al Ameen Commercial Service Riyadh, KSA. Feb.2010 to Mar.2011**

Designation: **Admin. Asst./Customer Care**

Responsible for carrying out all clerical support duties including: photocopying, typing, filing, sorting the post and telephone answering. At all times using discretion when providing information to others.

### **Working Experience in UAE – 2000-2004:**

Designation: **Admin-Asst. /Customer Care/Coordinator.**

**Responsible for carrying out all Clerical support & Customer care**

### **LANGUAGE PROFICIENCY**



### **Declaration:**

I hereby declare that all the details mentioned above are true to the best of my knowledge.  
Thanking you in advance and expecting your response and kindness.

Place: Dubai  
Date:

**MUHAMMED ANVAR.T**