

MOHAMMED ARSHAD AYUB

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Date of Birth: 12/06/1990 ■ **Civil Status:**
Married

QUALIFICATIONS SUMMARY

My career goal is to achieve professional excellence in my work through learning combined with experience and dedication. I wish to derive a sense of accomplishment in my endeavors and simultaneously contribute towards the organization I am working with in the best possible way.

Administrative Support

- ♦ Skilled in delivering comprehensive administrative support and assistance in implementing methodical approaches to streamline business processes.
- ♦ Ethical and reliable in working with cross-functional teams to ensure operational and service delivery.

Key Strengths

- ♦ Good relationship with our suppliers.
- ♦ Establish daily bases stock checking processes.
- ♦ Issuing materials as per the project requirement.
- ♦ Preparing delivery note as per material out.

PROFESSIONAL EXPERIENCE

Experience in UAE :

- Over 8 years of experience as Procurement and sales coordinator in Aluminum Companies.
1. Moderna Glass Aluminium & Metallic Const for 2 years as a Procurement Executive. From 2014-2017.
 2. Decent Aluminium Trading co LLC as a Sales Coordinator from 2017 to 2019.
 3. Presently working as a Purchase Assistant in UNESIA ALUMINIUM CONT CO LLC.SHJ from 2019 to till Now.

Experience in India ;

- Worked on different projects for local construction companies as draftsmen from 2009 to 2011 Sectional Drawings, Elevation plans etc.
- Worked for PES Engineers Pvt Ltd.(Power plant) as a , Junior Mechanical Engineer (1year)
- Experienced in the field of Erection and Fabrication (2/7MW Pump House) worked with Hari Krishna engineering for the Koil Sagar Project 1 year.

JOB RESPONSIBILITIES

1. Process all purchase orders from estimation department.
2. Choosing appropriate supplier & follow – up for delivery.
3. Checking the receipts of materials and corresponding with vendors.
4. Organize all procurement activities relating to request for proposals and price quotes.

5. Prepare comparative statement & LPO.
6. Updating stock in Accounts Department at the end of every month , and Ordering of materials according to the consumption from production.
7. Receiving and inspecting all incoming materials and reconciliation with purchase orders.
8. Processing and distributing the documents with purchase orders : Reporting ,Documenting and tracking damages and discrepancies on the received orders.
9. Purchasing materials according to the feedback from customers.

PROFESSIONAL QUALIFICATION :

1. BOARD OF SECONDARY EDUCATION (MULUG, WARANGAL)
2. Diploma in drafting AUTO CAD (ENGINEERS CAD , WARANGAL)
3. Diploma in HVAC Draughtsman (TAIBA ENGINEERS, HYDERABAD)
4. Diploma in Mechanical Engineering (VMR POLYTECHNIC, RAMPUR. WARANGAL) Certificate attestation U.A.E.

ADDITIONAL INFORMATION :

- Well familiar with Auto Cad 2000, 2004, 2006 & 2007.
- AUTOCAD : 2D&3D max Drawings.
- Packages : Ms Office 2007& 2010 (Word, Excel &Power Point.)