



# MOHAMMED SHIBILE

Seeking a challenging & creative position in a progressive, stimulating and challenging working environment where my skills can be fully utilized while sharing and gaining new experiences & knowledge.

## EDUCATIONAL QUALIFICATION

- **B.COM**
- **PLUS TWO**  
Kerala state board
- **SSLC**  
Kerala state board

## WORK EXPERIENCE

- **PURCHASE MANAGER**  
**Al Aqsa Foodstuff & Trading (2019 – 2022)**  
**Duties & Responsibilities:**
  - Develops a purchasing strategy
  - Reviews and processes purchase order
  - Manages other members of the purchasing team
  - Maintains records of goods ordered and received
  - Negotiates prices and contracts with suppliers
  - Build and maintains relationship with vendors
  - Selects prospective vendors and negotiates contracts
  - Verifying physical stock and system stock weekly basis
  - Maintain the stock availability of in-house production (Pulses packaging)

## CONTACT ME

- 📞 0565354597
- ✉ shibile.olakara@gmail.com
- 📍 Al Warqa, Dubai

## PERSONAL INFO

- Date Of Birth : 18/04/1986
- Gender : Male
- Marital Status : Married
- Religion : Muslim
- Nationality : Indian

## PASSPORT DETAILS

- Passport No : M8506719
- Date of Issue : 16/09/2015
- Date of Expiry : 15/09/2025
- Place of Issue : DOHA

## DRIVING LICENSE

- Qatar driving license  
License No : 28635620388
- Indian driving license  
License No :10/7461/2004

# LANGUAGES

## KNOWN

- ❖ English
- ❖ Hindi
- ❖ Malayalam
- ❖ Tamil

# PROFESSIONAL

## SKILLS

- ❖ Operating System
- ❖ MS Office
- ❖ Initiative , Creative thinking
- ❖ Building relationship
- ❖ Good communication skills
- ❖ Good Driving experience in Qatar
- ❖ Good Sales experience in Qatar
- ❖ Good Sales relations in Qatar
- ❖ Good convincing power
- ❖ Communication in different Languages

# WHY ME ?

- ❖ Decision Maker
- ❖ Problem solving skills
- ❖ Flexible
- ❖ Creative
- ❖ Detail Oriented

## ● ASSISTANT STORE MANAGER

Quality Retail Group ( 2012 – 2018 )

### Duties & Responsibilities:

- Assisting the manager in all areas of daily business operations, human resources, customer service and merchandising
- Coordinating, monitoring and reporting on daily operations
- Recruiting, training and supervising employees
- Managing employee schedules, conducting performance reviews and enforcing disciplinary actions
- Monitoring and maintaining suitable store inventory levels
- Assisting with the development of new sales and recruitment strategies

## ● SALES EXECUTIVE

Qatar Foods & Services ( 2010 – 2012 )

### Duties & Responsibilities :

- Meeting with clients virtually or during sales visits
- Demonstrating and presenting products
- Establishing new products
- Maintaining accurate records
- Negotiating contracts and packages

## ● ACCOUNTANT

Quality Foods & Services ( 2009 -2010 )

### Duties & Responsibilities :

- Handling of day to day accounting activities of the company.
- Ensured payment of statutory dues on time, followed up on collections with sales team.
- Preparation of schedules on monthly basis for reviewing of accounts. Imported the data into excel from Tally and collide the same into UK & US reports.
- Arranging of timely settlements of employees in case of resignations & monthly reimbursements of employees.
- Updating pay roll software
- Generating reports and ensured timely remittance of Salaries.

## ● 12 YEARS DRIVING EXPERIENCE IN QATAR

## DECLARATION

I hereby declare that information provided above is true to the best of my knowledge and belief

MOHAMMED SHIBILE