



MOHAMMED SHIBILE

CONTACT ME



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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

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)

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 collate 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