





Hakkeem Ali.M

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WORK EXPERIENCES:

Lavita Catering Services L.L.C (Dip-1,Dubai,UAE)

Work Period: **October 2021 – October 2023**

Position: **Warehouse Supervisor (cum) Purchase Coordinator**

Store-in charge

- Planning and monitoring allocation of stock room space for the new arrival stock, and store arrangement (Labelling, shelves, barcode)
- Audit FIFO and FEFO , cleaning schedule of all storage areas (freezer ,chiller, dry store)
- To ensure that GRN entry verification and rectify error. Receiving and dispatching product or received based on lpo.
- Minimum quantity order to be followed-up to avoid discrepancies.
- To be controlled at reorder level. And monitor Individual SKU Movements
- To ensure the PAR Level stock is availability, Create purchase request according to PAR level,
- To control variance in end of month inventory counts.
- To Manage and assign new task to Warehouse staff, schedules of employees
- Co-ordinate with HODs for daily operation requirements.
- Manage distribution logistics & , deliveries and shipments to optimize operations.
- Work in a team towards development, implementation, maintenance and improvement of the quality management system

Purchase coordinator

- Handle purchasing order and obtain the most cost effective price with suppliers as when necessary.
- Negotiated new and existing agreements or statements of work of the greatest complexity, including requests for information or requests for proposal and reverse auction generation and facilitation.
- Assembled and prepared new purchase order contract folder with all related documentation.
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Maintain and improve business relationships with established supplier to assure on-time delivery, favorable pricing,
- Sourced new vendors for purchasing needs, Negotiated and managed vendor contracts, Designed pricing models for quotations.
- To negotiate with supplier getting more benefits to company

Chef Corner Catering L.L.C & Nineteen 81 Laundry L.L.C (Dip -1, Dubai)

Work Period: **November 2016 – March 2021**

Position: **Store In-charge , purchase officer cum Accounts Payable**

Subaidah Holdings Sdn.Bhd. (Penang, Malaysia)

Work Period: **June 2011 – June 2016**

Position: **General Accountant**

EDUCATIONAL BACKGROUND:

- **Bachelor of Business Administration (BBA)**
Bharathidasan University
Tamil Nadu , India .

PERSONAL INFORMATION:

Preferred Name : **Hakim**
Gender : **Male**
Date of Birth : **May 10, 1989**
Civil Status : **Married**

Nationality : **Indian**
Languages : **English, Tamil, Hindi, Malayalam Urdu**
Passport No. : **U4386970**

ADDITIONAL SKILLS: SOFTWARE SYSTEM

- Certification in Tally9 with A+ Grade.
- Diploma Computer Application
- Diploma Desktop Publishing
- QuickBooks. Accounting & Inventory Software System
- Well expert Payroll, POS, ERP (Bimpos & Syrve iiko)

AVAILABLE DOCUMENTS:

- **Driving License LMV(Manual)**
- Attested Certificate
- Certificate of Employments