

## MAGDOM SHERIFF

Al Ain □ United Arab Emirates

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www.linkedin.com/in/magdom-sheriff-2721082

## Curriculum Vitae

### Career Objective

Visionary leader Dedicated and results-oriented professional with over 3 years of experience in procurement, complemented by a robust background in finance with 9+ years of expertise, and an additional 6+ years of experience in dispatch. Seeking a challenging position to showcase skills, knowledge, and proven track record.

### Prominent Attributes

- Extensive knowledge in Procurement, Logistics, operations, finance, and management; stands out for having a bottom-line focus, innovative problem-solving techniques, cross-functional teams, and an entrepreneurial attitude.
- Managed to reach agreements with multiple major vendors for 30-90-day contracts, at a rate of 3%.
- Enhanced profit margins by about 2% through negotiated vendor promotional allowances
- Look into possible suppliers and product sources, then draft a buy agreement.
- 90% of all items ordered were delivered on schedule.
- Maintained positive interactions with vendors, negotiating terms and prices that led to shorter payment plans and a lesser investment.

### Professional Experience

#### I. ALAIN JUNIORS SCHOOL

United Arab Emirates

Procurement Officer

Jan, 2022 – Present

#### II. Romana Water Industries LLC

United Arab Emirates

Dispatch in Charge

April, 2016 – Jan, 2022

#### III. Continent General Trd. LLC

United Arab Emirates

Finance Executive

Feb, 2007 – Jan, 2016

#### IV. Livecons Realty Ind Ltd

India,

Accountant

Jun, 2004 – Feb, 2006

#### V.

#### LeatherXIndia

India

Accountant

July, 2001 – Dec, 2004

### Area in Experience

- Determine needs for procurement activities in collaboration with department heads.
- Improve workflows and procedures by evaluating procurement processes and applying the findings.
- Acquire and assess supplier quotes before starting the procurement process.
- Acquire data through market research to keep up of supplier capabilities, price, and industry trends.
- Facilitate a cost-effective procurement procedure to management teams; with suggestion and opinion on decision-making.
- Assistance in helping management teams acquire goods at a reasonable price while offering recommendations and guidance in order they can reach decisions.
- Led dispatch team to ensure efficient and timely delivery of goods.
- Coordinated with 15+ drivers, and warehouses to optimize delivery routes and schedules.
- Addressed and resolved operational challenges to maintain smooth and streamlined dispatch process.
- Prepare documents to acquire permits for drivers delivering livestock and chemicals.
- Kept exact files and documentation in line with company-established standards and requirements.

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### Educational Qualification

2006 - 2009 **Master of Arts Finance & Control** from Aligappa University.

2001 - 2004 **Bachelor of Art Corporate Secretary ship**, The New College, University of Madras, Chennai, India.

### Skill

#### Area Years of Practices

Management	More than 10 Years
Computer	More than 15 Years
Financial Analysis	More than 8 Years
Contract Management	More than 3 Years
Dispatch Operations	More than 6 Years

### Languages

English, Hindi, Urdu, and Tamil

### Personal Information

Date of Birth : 21<sup>st</sup> May 1981  
Sex / Marital Status : Male / Married  
Nationality / Religion : Indian / Islam  
Driving License : India & United Arab Emirates Visa  
Validity (status) : Employment