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📅 March 10, 1996

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MUHAMMED SHAFI

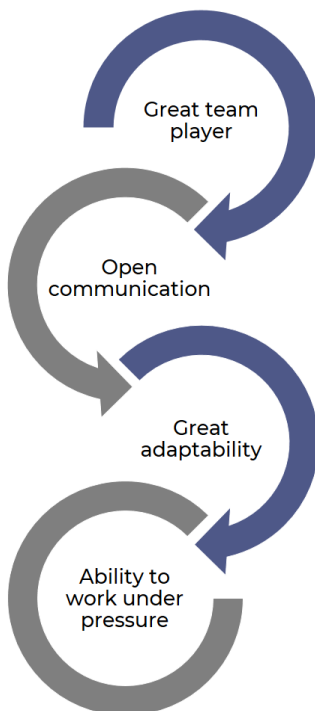
PROCUREMENT & STORE EXECUTIVE

Highly detail-oriented and efficient Procurement professional with MBA degree. Dedicated and committed to growing and expanding business and hold extensive knowledge of business practices, economics and acquiring. Prioritize strong communication skills to delegate tasks and lead team to achieve production targets and quality benchmarks.

EXPERTISE >

Procurement	Accounting & Finance	Marketing	Staffing	Negotiation
Team Motivation	Customer Focus	Multi-tasking skills	Vendor Relationships	
Pricing	Strategic Planning	Market Knowledge	Client Relationships	
Sales Experience	Management Proficiency			

STRENGTHS



QUALIFICATIONS

MASTER OF BUSINESS ADMINISTRATION (MBA)
BANGALORE UNIVERSITY, INDIA

BACHELOR OF COMMERCE (B.Com)
CALICUT UNIVERSITY, INDIA

CERTIFIED PROFESSIONAL – INDIAN & FOREIGN ACCOUNTING (CPIFA)
IPA, KERALA, INDIA

TECH SKILLS

Tally



MS Office Suite

sage

CAREER TIMELINE

OCT 2022 - APR 2023

PROCUREMENT OFFICER

Home Devo, Abu Dhabi (Al Reem Group)



JUL 2019 – FEB 2022

PROCUREMENT / STORE EXECUTIVE

Starcare Hospital, Calicut, Kerala



SEP 2018 - FEB 2019

ACCOUNT ASSISTANT

Stepping Stone Accounting Consultancy, Calicut, Kerala



LINGUISTIC



ENGLISH, HINDI



ARABIC



MALAYALAM

DOMAIN EXPERIENCE

PROCUREMENT OFFICER (Homedevo Trading)

- Conducting product research and sourcing new suppliers and vendor
- Floating inquiries to the concerned suppliers and generating Quotation
- Handling government tenders and RFP's and delivering the material to all over the UAE

DOMAIN EXPERIENCE (Contd...)

- Compare and evaluate offers from suppliers
- Procuring, Negotiating and selection of materials from suppliers
- Preparing purchase order and issuing to selected vendors
- Review quality of purchased products
- Track the order and ensure the items are delivered on timely manner
- Record all details of tenders, contracts, purchase requisitions and purchase orders in a purchasing database
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on Sales, purchased products, delivery information and invoices, including cost analyses
- Managing day to day supply chain activities
- Establishing professional relationships with clients as well as vendors and suppliers
- Preparing accounts related documents for the payment arrangements
- Coordinating with the Accounts Department regarding the supplier's payments
- Handling transport, freight forwarding, customs clearance, warehousing and distribution operations
- Coordination of Logistic, deliveries, payment follow up and Site Visit
- Assist Procurement/purchase Manager for any additional work

PROCUREMENT EXECUTIVE (Starcare Hospital)

- Overseeing all activities of the purchasing department
- Managing the Procurement process for Medical and Non-Medical Consumables in line with business unit requirements and company standard
- Processing stock requisitions, purchase orders & Contracts according to company policy
- Preparing budgets, cost analysis & Reports every month
- Provide relevant guidance and advice regarding preferred suppliers and consumable products
- Negotiating Contracts and formulating policies with suppliers
- Coordination with finance for company audits
- Reviewing, comparing, analyzing and approving products and services to be purchased
- Managing Inventories and maintaining accurate purchase and pricing records
- Coordinating with various departments to ensure chargeable supplies are charged accordingly
- Ensuring items received are as per purchase order and with correct quantity and expiry date
- Establishing credit terms with new suppliers
- Maintaining suppliers' relationships and follow-up for timely payment to suppliers and coordinate with accounts payable to resolving any invoice discrepancies

STORE EXECUTIVE

- Receiving, moving, checking and storing incoming goods
- Checking and Inspecting goods received and ensuring they are of accurate quantity, type and also acceptable quality
- Labeling goods that have arrived at the Hospitals
- Ensuring a Clean sanitized and tidy medical store premises efficiently
- Monitoring Stock Levels
- Processing of Stock Requisitions
- Prepare and maintain computerized records of medical store supplies in an accurate manner
- Supervising the work of junior staff
- Provide relevant guidance and advice regarding preferred suppliers and consumable products
- Manage the Relationship with preferred suppliers
- Monitoring the inward & outward movement of materials in the organization
- Non-moving stock clearance with vendors and replaced with fast moving products
- Ensuring items received are as per purchase order and with correct expiry dates
- Review of Pending supplies as per purchase orders and ensuring timely deliveries
- Avoid stocking on non-moving items
- Ensuring that documentation is complete and checking and approving all invoices before forwarding to finance department
- Coordinate for the invoice, internal note, local purchase order & Credit notes
- Periodical review and updating of par levels for all the inventory locations