



# Mohamed Feros

Purchase

**Phone:**+971-589322340

**Email:**mohamedfroz23@gmail.com

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth..

## Personal Info

Gender : Male

DOB : 23.11.1993

Nationality : Indian

## Experience

### Administrative Assistant

Jun 2015 – Sept 2018

Fresh Fruits Company

- Coordinating travel arrangements and catering for meetings
- Preparing expense reports
- Developing and managing spreadsheets
- Scheduling meetings and events for business employees and potential visitors
- Managing front-end communication with visitors and clients
- Organising internal business operations.
- Inventory Analysis and Planning - Involved in Planning and budgeting of purchase functions.
- Develop and manage purchasing budgets and forecasts.

### PURCHASE COORDINATOR

Jul 2021 – CONTINUE

AL BAKRAWIE

- Review incoming work orders for accuracy and order necessary materials needed to complete jobs, taking into consideration material price and shipping costs.
- Work with Customer Service team to correct work orders that have discrepancies.
- Confirm purchase orders with vendors and ensure accurate pricing.
- Maintain stock levels for all materials used in the shop.
- Check-in deliveries; ark truck bodies with part numbers, job numbers, and serial numbers; separate RTB inventory from RED inventory.
- Print purchase orders for items received, check for accuracy and post orders in computer system.
- Assist helpdesk with any questions and/or concerns regarding purchase orders.
- Assisted customer with special orders and quotes.
- Proficiency in inventory management and production planning software (e.g., ERP systems).

## Education

### Bharathidasan University

May 2011 – Jul 2014

Business Administration

# Skills

- Computer
- Attention to detail
- Emotional intelligence
- Interpersonal communication
- Marketing
- MS Office
- Customer Service
- Creativity
- Adaptability
- Leadership
- Management
- Problem solving

# Language

- English
- Hindi
- Tamil
- Malayalam