

# Mohammed Jaffar Shariff

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## Summary

To obtain a challenging position in a dynamic organization and be an integral part of growth oriented company. To look for new frontier that challenges my professional and intellectual ability and continually to excel and make career in the industry.

## Personal Information

- Name: Mohammed jaffar shariff
- Father's Name: Imran Ahmed
- Date of birth: 01/03/02
- Gender: Male
- Nationality: Indian
- Caste: Muslim
- Marital status: Unmarried

## Education

**Hkbc degree college - Bengaluru, KA | Bachelor of Business Administration**

human resource, 2022

- S.S.L.C 10th ( Saint tact English school) 2017-Batch
- 2nd P.U.C( Williams international pre-university) 2019-Batch
- Bachelor of Business Administration in Human Resource Management (from hkbc degree college) (2019-2022 batch)

## Experience

**PURCHASING EXECUTIVE | 02/2023 - 04/2024**

**cellphone bazaar - bangalore, india**

- Managed the acquisition of mobile phones from individual sellers, converting them into larger stock quantities.
- Reordered and restocked at optimal times using data to record movement of goods.
- Coordinated forwarding transportation with external contractors.
- Recorded purchases and supply movements to maintain accurate records.
- Created purchasing and distribution strategies in line with wider business goals.
- Negotiated contracts with suppliers to establish quality, cost and delivery requirements.
- Maintained required inventory levels at minimal cost.
- Developed strategies to maintain required stock levels at minimum cost.
- Directed daily operations to achieve maximum efficiency and productivity.
- Managed purchases, receipts and the documentation of finished goods, materials, packaging and ingredients.

## Skills

- Dedicated
- Hardworking
- Flexible
- Willing to learn to improve my skills
- Punctual
- Fast learner
- M S Office
- Researching

- Good in Convincing clients
- Ability to work with minimal supervision
- Able to work under pressure
- Responsible attitude
- Coordination
- Strategic sourcing
- Have a lot of patience to reach my goal slow & steadily.

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## Languages known

- English
- Hindi
- kannada

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## Hobbies and interests

- Exploring new places
- Riding
- E-gaming
- Tracking
- Sports
- Listening to Music

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## Disclaimer

I Mohammed Jaffar Shariff hereby declare that the above furnished information is authentic to the best of my knowledge.