

RASHID P

Buyer and Administrator

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Dubai

EDUCATION

Master of Arts in English

University of Madras

02/2014 - 12/2016

Bachelor of Arts in English

University of Calicut

04/2011 - 04/2013

Bachelor of Education in English

Mahatma Gandhi University

02/2016 - 07/2018

Bachelor of Arts in Arabic

Darussalam Islamic University

06/2008 - 04/2013

Secondary Education

V P K M M H S S Puthur Pallikkal

04/2008

EXPERIENCE

Buyer

Nesto, Western International Group

02/2022 - Present Dubai

Nesto Group International is a multinational retail chain incorporated by Western International Group. That operates a chain of hypermarkets and supermarkets (Nesto Hypermarket, Nesto Center) headquartered in Sharjah, UAE.

- Review procurement documents.
- Negotiate contracts with suppliers.
- SAP using for work.

Administrator and English Teacher

Malabar Central School

06/2018 - 12/2021 Kerala

Malabar Central School also known as MCS. The school was established in 1992. Malabar Central School is a Co-Ed school affiliated to Central Board of Secondary Education (CBSE) . It is managed by Malabar Central School Charitable Trust.

- Coordinating all administrative processes.
- Teaching English.

Office Assistant and Arabic Teacher

Thaleemussibyan Higher Secondary School

03/2016 - 05/2017 Kerala

Thaleemussibyan Higher Secondary School is affiliated institution of NCERT.

- Keeping an inventory of office supplies.
- Teaching Arabic.
- Organize travel arrangements.

SKILLS

Data Entry

SAP

English

Arabic

Hindi

MS Office

ACHIEVEMENTS



Increased Sales.

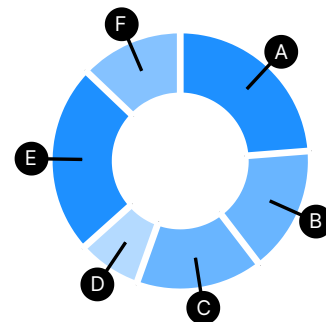
As Procurement Officer, it was my great pleasure to be a pillar in increasing sale by purchasing the stem items for customers.



Solved a parent teacher issue in an easy way.

As an administrative officer, I could manage a firing parent by my special approaching method.

MY TIME



- A Reading
- B Listening
- C Learning New Language
- D Cycling
- E Daily routine
- F Improve Skills in Current Work

TRAINING / COURSES

SAP, Systems, Application and Products in data processing.