

CURRICULUMVITAE

HAJA JAMALUDEEN. M

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DEIRA IN DUBAI, UAE.



OBJECTIVE

Looking forward for an organization that offers a challenging, stimulating, learning environment to work in and provide scope for individual & organizations development, which offers attractive prospects for long term development and career growth.

EDUCATIONAL QUALIFICATION

- **MBA (Finance & Marketing)** from Thangavelu Engineering College, Chennai (Affiliated to Anna University, Chennai) with 6.300 (CGPA) [2009-2011]
- **BSC (CS)** from E.G.S Pillay Arts and Science College, Nagapattinam (Affiliated to Bharathidasan University, Trichy) with 67.05% [2006-2009]
- **Higher Secondary** from Government Higher Secondary School, Enangudi, Nagai District with 54.68% [2006]

EXPERIENCE

- Worked as a Procurement Assistant in CENTRAL UNIVERSITY OF TAMIL NADU, THIRUVARUR India, for the period of 5 Years from 2015 TO 2020.
- Worked as a Cashier cum Sales at Trinethra Super Retail Limited, Chennai in India, for the period of 3 Years from 2011 To 2014.

EXPERIENCE SKILLS

- All procurements pertaining to Lab equipment, GEM, E-Publishing and Customs Clearance Documents.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.
- All procurements related to Furniture, IT equipment, Consumables, AMC, ARC, Hiring of Services.
- Maintenance of confidential files and data.
- Preparing proposal letters, Payment Process and Tender Documents.

- Attending to customers' inquiries (product/ billing related) and requests.
- Handling retail shelves in the proximity of the cash register.
- Assist in opening and closing of the boutique (e.g.: cash handling, cash deposits, maintaining of transaction records).
- Performing a routine (daily, weekly, etc.) audit of cash intake, cash drawers, and sales transactions.
- Processing sales transactions (cash/ card, vouchers, etc.).
- General Housekeeping of the product displays.

PERSONNEL DETAILS

Date of Birth	:	19.03.1988
Sex	:	Male
Marital Status	:	Single
Nationality	:	India
Languages Known	:	English, Malayalam &Tamil

CURRENTDETAILS

Passport No	:	S5234998
Visa Status	:	Visit Visa
Visit Visa expiry Date	:	17-06-2024

DECLARATION

I hereby declare that the above furnished information is true and correct on the best of my knowledge and belief.

HAJA JAMALUDEEN.M