

To

The Human Resource Manager,

Sub: Position Applied For Any Suitable Position According To My Experience

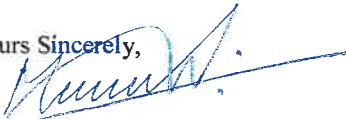
I have taken the liberty in writing this to you for a suitable Position. I wish to offer myself as a candidate for the same. I enclosed my CV for your kind consideration.

Having over fifteen years' experience in Airlines, Aviation Industry, Logistic & Hospitality I have been efficiently and honestly carrying out the duties and responsibilities assign to me. The consistent theme throughout my carrier has always been my ability to drive operational, visual and logistic service standards to the highest levels.

However what really sets me apart from other candidates is my proven ability to maximize business opportunities, deliver greater services and problem solving skills. As someone who recognizes that success starts with people, I am skilled, capable and motivated.

I hope my CV enclosed would enable you to grant me an interview prior to the good fortune of being selected for appointment in your esteemed organization.

Yours Sincerely,



Mr. Mohammed Musa

T. +973 38029971

E. mohammedmusa709@yahoo.com



Mohammed Musa

P.O.Box – 22700, Muharraq Kingdom of Bahrain

Contact No: +973 38029971

E-mail: mohammedmusa709@yahoo.com/try2thebest@gmail.com

OBJECTIVE:

To secure a challenging position where my education and experience may be fully utilized, and where I may have an opportunity for growth based on my performance.

Skills:

- Marketing Strategies & Campaigns
- Corporate Communications
- Creative Team Leadership
- Judgment & Decision Making
- Customer Services
- Management of Materials Resources
- Multi task achievers
- Procurements and supply
- Development of supplier relation
- Sales Collateral & Support
- Public & Media Relations
- Facilities Management.
- Independent, Creative and Self Starter
- Interpreting Financial Transactions

Strengths:

- Extensive experience in managing all levels of organization
- Outstanding supplier relationship management
- Proven expertise in project management
- Ability to deliver targeted results
- Vast knowledge on the end-to-end procurement process
- Extremely flexible and able to manage any change effectively
- Ability to build effective relationships at all levels
- Expertise in conflict management and resolution
- Superb communication skills, both oral and written
- Ability to work under extreme pressure
- Ability to strengthen and maintain vendor relations through outstanding communication and human relations skills
- Highly motivated and driven

- Able to plan, organize, and execute multiple tasks simultaneously to meet deadlines
- Accomplished in Material Resource Planning (MRP) and ERP procedures
- Proficiency in Microsoft Word/Excel and customized software for purchasing, inventory control, and production planning
- Excellent team player and great independent worker
- Detail-oriented, with a talent for spotting and resolving discrepancies and errors

PROFESSIONAL EXPERIENCE:

Group Procurements Officer: (AIR ARABIA GROUP)

Duties & Responsibilities:

I have worked as Group Procurements Officer, This role is responsible for coordinating all the services performed and activates carried out by an unstaffed personnel including outside contractor & all the Hubs, companies and service providers. My major responsibilities and duties were;

- Responsible for the maintaining stationery and pantry items used by company as well as all the printing stationeries company staff including outstations and company" business, its consumption and operations such as certain frequent missions and special projects as well as the avoidance of freezing on shelves of unnecessary amount of money.
- Expedite the delivery of purchased items/ the performance of awarded services to ensure both are completed on before (as appropriate) the agreed due dates outlined in the issued Purchase Orders (POs).
- Work as a focal point of contact with: (i) Maintenance Department at Sharjah International Airport for all the maintenance and repair works requested to be carried out at any of company, various facilities, and (ii) all the rent a car agencies to receive and handover back vehicles rented to serve company, staff and guests.
- Obtain the concerned departments/users approval on the received invoices and submit the same to Finance department for payment. This includes continuous follow -up and coordination between different parties until the amount the paid after appropriate action such as deduction to the applied due to delay/unacceptable performance, shortage in quantity, etc.
- Receive purchasing requisition (PR) and issue request for quotation (REQ) to be distributed amongst the approved suppliers.
- Receive offers, quotations, proposal, and then transfer the same to the concerned department for the technical evaluation.
- Participate in technical evaluation through contacting offerors/ bidders to complete any information, answer inquiries, and / or quote for alternates based on requestors need.
- Negotiate the commercial trams of the acceptable quotation with their bidders/offeror to issue the award to the successful one.
- Maintain and update vendor approved list n each category.
- Maintain the company accommodations 3 buildings with 200 suites rooms for pilots & crew such collecting the monthly rent cash or send the monthly report to HR deducting from salary etc.
- Maintain the company accommodations, responsible for maintenance, cleaning etc.

- Dealing with supplier for checking best price, quality and etc. which should be benefits for company.
- Work & act behalf of Purchasing Manager during his Leave.
- Act on any mission assigned by the direct Manager.

PROFESSIONAL EXPERIENCE:

Company: Air Arabia group & Sharjah Aviation Services (each sister concern company)
 Tenure: 3rd November 2003. Until 30th March 2016.
 Designation: Group Procurement Officer.
 Business: Airline (P.O. Box – 132, Air Arabia Head Office, Sharjah International Airport. Sharjah. U.A.E.

Logistic Manager: (Creative Logistic Limited) FROM – MAY 2016 until 25th April 2018.

Responsibilities:

- Manage an accurate inventory of warehouse materials.
- Schedule and track inbound and outgoing shipments.
- Recruit and train of warehouse personnel.
- Ensure materials are delivered to sites in a timely manner as per clients' criteria.
- Assess and recommend ideal shipping methods, routing or carriers to meet necessary parameters, specifications and costs.
- Negotiate rates with carriers.
- Maintain customer service logs and safety records.
- Coordinate all shipments for all locations.
- Ensure all shipments are compliant with interstate traffic laws and regulations.
- Respond to shipping complaints, lost items, and damages.
- Review and analyze budgets, expenditures, and operations.
- Determine needs for expansion of routes and schedules.
- Supervise and manage logistics team.
- Provide leadership to help team develop skills and meet goals.
- Track and report shipment results.
- Develop and manage logistics KPIs.
- Develop and document standard operating procedures.
- Analyze financial impact of logistics changes, routing, shipping modes, etc.
- Design, assess, and implement new strategies and initiatives.
- Collaborate with other departments to integrate logistics with company processes.
- Train, coach, and evaluate logistical team.
- Assist logistics coordinator, warehouse specialists, and other team members when needed to meet schedule.

Company Address: TEL: +88 02 8921174. HM Plaza. 12th floor, Suites 5(A&B), Road 2, sector 3, Uttara Dhaka – 1230. Bangladesh

Buildings Supervisor: (ALHAMER REAL ESTATE co wll) FROM – MAY 2018 Present

Responsibilities:

- Representing the company in various exhibitions and trade fairs.
- Launching and distributing several products.
- Recruiting, interviewing and training several sales staff.
- Boosting sales in my department every month.

- Researching the market on a regular basis for related products.
- Arranging several effective client demonstrations.
- Liaising with the suppliers in order to make sure that existing orders increase.
- Recorded and administered on sales and forwarded them to the relevant department.
- Wrote detailed sales forecast for the company management which proved very effective.
- Monitored and reviewed the performance of sales department with an eye on making recommendations.
- Monitoring building management software (PITA) for related to the all facilities provided to the customers.
- Welcoming guest and solving any complain.
- Supervising new project.
- Dealing with vendors.
- Keep record the entire inventory and stock & keep all record company assets by using PITA system.
- Negotiated price, lead time, and service from all vendors.
- Developed new supplier relations, and maintained existing partnerships.
- Maintained Store Planning data base for monthly reporting.

Company Address – P.O. Box – 22700, Muharraq, Kingdom of Bahrain

Technology:

Software: RAL, PITTA, QuarkXPress, Photoshop, ImageReady, MS Project, Crystal Reports, MS Office (Word, Access, Excel, PowerPoint)

Web/Multimedia: ColdFusion, Flash, Dreamweaver, Fireworks, EMC Documentum, Visual SourceSafe, Search Optimisation, Web Server Administration, Content Management Systems.

Education:

**NATIONAL UNIVERSITY, DHAKA GAZIPUR BANGALADESH
MASTERS IN BUSINESS**

- Major: Research Marketing
- Minor: English.

Langues:

1. English (written and spoken)
2. Arabic (spoken)
3. Urdu & Hindi (spoken)
4. Bengali (Native)

- **Civil Status:** Married, with one child.
- **Date of Birth:** 17th December 1976.
- **Hobbies:** travelling, watching geographic channels, blogging, painting and swimming.

Holding UAE & Bahrain international Driving license.

Portfolio on Request ● Available for Relocation.

العربية للطيران
airarabia.com

Ref: HR/AD/ 254211

Date: 26/07/2016

TO WHOMSOEVER IT MAY CONCERN

This is to certify that MR. Mohammed Musa Abul Khair, holder of Bangladeshi Passport No.AA3980325 was working with us in the capacity of Procurement Coordinator from 01/11/2003 to 30/04/2014.

We wish him all the best in his future endeavors.

For Air Arabia PJSC


Lorna Fernandes
Employee Services Manager



REF: SAS/HR/41458

24th July 2016

TO WHOM IT MAY CONCERN

This is to certify that Mr. Mohammed Musa was employed with Sharjah Aviation Services as Purchase/Store Officer with Purchasing Department. His tenure with us was from 01/05/2014 to 15/02/2016.

He resigned on his own accord and we wish him success in all his future endeavors.



Human Resources
Sharjah Aviation Services



NUPC 14- 0539646

National University

Gazipur, Bangladesh



12-2501H072133

Roll No. : 9395238

Regn. No. : 1449979

Session : 1996-1997

PROVISIONAL CERTIFICATE
Bachelor of Business Studies

This is to certify that

Mohammed Musa

of *Govt. Hazi Mohammad Mohsin College, Chittagong*

obtained the Degree of *Bachelor of Business Studies* (Three Year) with Honours

in *Marketing* under this University in 2000 and

that he/she was placed in the *First* Class.

University Building
Gazipur, Bangladesh

Date: *April 22, 2003*

Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.

National University

Gazipur, Bangladesh

NUCU : 13-25-1-105942

Regn.No: 12325075341

Session : 2000-2001

NUPC 16- 0222574



PROVISIONAL CERTIFICATE

Master of Business Studies

This is to certify that Mohammed Musa
Son/Daughter of Abul Khair Bhyain
and Fatima Akter
of Govt. Kazi Mohammad Mohsin College, Chittagong
obtained the Degree of Master of Business Studies
in Marketing from this University at the Final Examination of 2001
and that he/she was placed in the First class.

Date of Printing: November 9, 2002


✓ Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.