

# Abidullah Shaikh

## **OBJECTIVES:**

To be associated with progressive organization with responsible position Logistics & MIS / Procurement / Planning where ability and experience will have valuable appreciation. Position preferred should provide an opportunity for continued personal growth and professional advancement.

## **EXPERIENCE SUMMARY:**

1. Possess strong analytical and problem solving skills, with the ability to make well thought out decision.
2. Handled various responsibilities and have comprehensive in logistics & procurement procedure.
3. Managed key responsibilities very well and earned appreciation from seniors of the team.

## **EXPERIENCE:**

- **Hi-Tech Data System (Data Firm) Mumbai, (India) June, 1996 – December, 2001. Computer Operator.**
  1. Entry of ICICI BONDS. (400 Application Entry per day).
  2. Entry of Govt. Recruitment Exam forms. (600 Application Entry per day).
  3. Entry of Divident cheque allotted to share holders (3000 cheque Entry per day).
- **Central Hajcommittee of India. Mumbai, (India) August 2003 – May 2006 Computer Operator.**
  1. Entry of Haj Pilgrims (300 Haj Application Form per day).
  2. Online Visa Entry (500 Haj Pilgrims Visa Entry per day to get mofa number on Saudi Consulate website).
  3. Generating Daily Reports & Print Out.
  4. Data Conversion.
  5. Data Forwarding to Haj Council Jeddah in Indian Embassy.
  6. Email Reports.
  7. Ticket Booking for Haj Pilgrims (Saudi Airlines & Air India).
- **Saudi Oger Ltd. Riyadh, KSA. July 2006 To December 2011. King Khalid International Airport Project as Data Processor, Procurement Department**
  1. Primary responsibilities collate and prepare all documentation of Purchase Order Packages for Government approval for SR 800 million Operation and Maintenance Contract at King Khalid International Airport, using MS Windows, Logistics Information System (LIS), Procurement Information & Pricing System (PIPS) and Material Management System (MMS).
  2. To request quotations from the suppliers for the materials and spare parts required for the day-to-day Operation and Maintenance of the King Khaled International Airport Project based on a fully computerized system monitored by the General Authority of Civil Aviation (GACA).
  3. To evaluate the quotations based on the quality as well as quantity of the products offered.
  4. Obtaining approval from the Q.A. on the quality of the substitute products offered through the Technical Evaluation of materials.
  5. To make correspondence with local suppliers and end-user related to the material requirement.
  6. Prepare Bid Evaluation to get the final approval from the Airport Authorities.
  7. Confirming Purchase Orders to the suppliers & expediting the proper delivery of materials.
  8. Finding solutions on the discrepancies of the rejected materials.

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- **International Mechanical & Electrical Co. (IMECO), Abu Dhabi. U.A.E. January 2013 To February 2015 for supply contract in (BOROUGE Polymer Plant) as Warehouse Technician & Office Administrator, Materials Management Department with Logistics Activities.**

1. Material Issue after identifying SAP # and Description of Material on Reservation.
2. Compare Return Material by user with stock-in-hand Material.
3. Locate Materials after identifying with existing materials on it's bin location.
4. Receiving materials, chemicals and other spares.
5. Preparing materials, spares and tools during shutdown and turnaround.
6. Checking quality of materials during physical counting as well as taking responsibility of Receiving section, Issuing section.
7. Attending Regular toolbox meeting, & weekly safety meeting.
8. Updating container records.
9. Coordinating between Terminal Handling and procurement for Container Management.
10. Update in SAP for Container Management (RTP).
11. Maintain Attendance & Leave Record for whole department.
12. Maintain and follow-up Actions on concern persons.
13. Arrangement of Department Meetings.
14. Maintain Document Records.
15. Arrange and Distribute stationeries.
16. Prepare Department Roster to forward users, other departments in plant & Head Office.
17. Read, write and send emails to concern persons.
18. Preparation and finalize Reports (Monthly, Quarterly & Annually).

- **Al-Shirah Recruitment Establishment Services. Abu Dhabi. U.A.E. March 2015 To August 2016 for supply contract in (BOROUGE Polymer Plant) Warehouse Technician, Materials Management Department with Logistics Activities.**

1. Coordinating between Terminal Handling & Procurement for Container Management.
2. Receiving Container from Terminal Handling Team.
3. Updating Container Records (RTP) in SAP & Excel.
4. Maintaining Demurrage Records for Containers / Updating Demurrage Verification for Container Invoices.
5. Coordinating with all End-Users to Deliver the Iso-Tank / Containers at their location.
6. Updating Container Movement & Assisting to locate the Containers / Iso-Tanks.
7. Offloading Containers in Warehouse.
8. Returning back the Empty Containers / Iso-Tank to Khalifa Port via Terminal Handling.
9. Coordinating with Terminal Handling to return back the Iso-Tank in Khalifa Port at correct Stack.
10. Maintaining Container log sheet in MS Excel for container / Iso-Tank Received by Terminal or Road.

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- **SOS Employment Services. Abu Dhabi. U.A.E. September 2016 Till 20th May 2019 for supply contract in (BOROUGE Polymer Plant) Warehouse Technician, Materials Management Department with Logistics Activities.**

1. Coordinating between Terminal Handling & Procurement for Container Management.
2. Receiving Container from Terminal Handling Team.
3. Updating Container Records (RTP) in SAP & Excel.
4. Maintaining Demurrage Records for Containers / Updating Demurrage Verification for Container Invoices.
5. Coordinating with all End-Users to Deliver the Iso-Tank / Containers at their location.
6. Updating Container Movement & Assisting to locate the Containers / Iso-Tanks.
7. Offloading Containers in Warehouse.
8. Returning back the Empty Containers / Iso-Tank to Khalifa Port via Terminal Handling.
9. Coordinating with Terminal Handling to return back the Iso-Tank in Khalifa Port at correct Stack.
10. Maintaining Container log sheet in MS Excel for container / Iso-Tank Received by Terminal or Road.

## **EDUCATION:**

### **Bachelor of Commerce (B. Com)**

Mumbai University, 2000.

Certificate Course of Accounting.

## **SKILL:**

1. Having Speed of Typing 50 Words Per Minute.
2. Knowledge in using word and excel. Able to quickly learn new software packages.
3. Extensive Knowledge in the use Quick Books for various accounting transaction.
4. Windows 95/98 and MS-Office 2000 (Word, Excel, Powerpoint) Foxpro & Internet etc

## **LANGUAGES KNOWN:**

1. English
2. Urdu
3. Hindi
4. Marathi

## **PERSONAL DATA:**

<b>Name</b>	:	Abidullah Shaikh
<b>Father's Name</b>	:	Khalilullah
<b>Email Id</b>	:	<a href="mailto:abid00077@gmail.com">abid00077@gmail.com</a>
<b>Mobile #</b>	:	+91 868 998 2249
<b>Date of Birth</b>	:	10-03-1977.
<b>Nationality</b>	:	Indian.
<b>Marrital Status</b>	:	Married.
<b>Current Address in India</b>	:	10, Oshiwara Village, Vaishali Nagar, Gobriwala Chawl, Near Fatima Children Hospital, Jogeshwari West, Mumbai – 400102, Maharashtra.