

CURRICULUM VITAE

MUHAMMED SHEBEER P K

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Muharraq

Kingdom Of Bahrain



OBJECTIVE

To seek a position in a reputed organization and invest all my experience and qualifications to enhance the organization's growth.

EDUCATIONAL QUALIFICATIONS

- **SSLC (2009-2010)**
- **HSC (2011-2012)**
- **BA (Economics) (2013-2016) from Calicut University**
- **MA (Economics) (2016-2018) from Calicut University**
- **PDCFA(Tally, word, Excel, Peachtree)**

PERSONAL INFORMATION

Father's Name	:	ABDUL KHADER
Date of Birth	:	10/05/1995
Languages Known	:	English, Malayalam
Gender	:	Male
Religion	:	Islam
Marital Status	:	Single
Nationality	:	Indian

EXPERIENCE

**One Year experience in teaching MES College.
From June 2018 to March 2019**

Skills:-

- Demonstrated sound work ethics.
- Self motivation, initiative with a high level of energy.
- Able to inspire, comfort, build self-esteem.
- Excellent communication skill (children and parent oriented)
- Ability to listen to children and parents.

**Two Year experience supervisor and purchase manager
From February 2016 to April 2018**

Skills:-

- Seeking reliable vendors or suppliers to provide quality goods at reasonable prices.
- Negotiating prices and contracts.
- Reviewing technical specifications for raw materials, components, equipment or buildings.
- Oversee the ordering of materials, supplies, and equipment from vendors by buyers.
- Provide weekly and monthly reports to management to measure the group's periodic performance
- Assuring excellent supplier performance and continuous improvement as well as developing LCP suppliers in accordance with the aligned strategies
- Determines work procedures, prepares work schedules, and expedites workflow
- Work with team to create personnel development plans
- Develop mid-term team strategic improvement projects and execute short-term tactical plans
- Maintain and develop performance measurements to identify areas for improvement

One Year experience salesman gents wear, Palakkad, Kerala(Partime)

Skills:-

- Meeting the prospects
- Presenting and demonstrating the products, inducing the prospects to buy
- Taking orders and effecting sales.

Working Skill

Teaching , Administration, Office Work, Supervisor

DECLARATION

I hereby assure that the details furnished above are true to the best of my knowledge.

Date:

Place: Muharraq

MUHAMMED SHEBEER P K