



MOHAMMED NABEEL

MASTER OF BUSINESS ADMINISTRATION

CONTACT



+966 503532064



mohdnabeel8810@gmail.com



mohdnabeel1712@gmail.com



Koori House, Thazhekode
west (po), Malappuram
(dist), Kerala, India -
679341

SKILLS

- MS OFFICE (MS Excel,
MS Word, MS Powerpoint)
- Inventory Control Processes
- Document Preparation
- Problem Solving
- Time Management

LANGUAGE

- English
- Malayalam
- Tamil

ABOUT

Seasoned procurement professional with extensive experience in leading procurement operations and developing strategic sourcing initiatives. Skilled in supplier selection and contract negotiation, with a track record of delivering cost savings and improving operational efficiency. Proficient at reducing costs and enhancing the overall efficiency of the procurement department.

CAREER TIMELINE

• B.BAL TRADING COMPANY

Accountant - 2024

Sakaka, Al-Jouf, Saudi Arabia



**B.BAL
TRADING COMPANY**

- Manage financial transactions for the warehouse, including recording invoices, processing payments, and ensuring timely reconciliation of accounts.
- Oversee inventory valuation and cost of goods sold (COGS) calculations to ensure accurate financial reporting.
- Prepare monthly, quarterly, and annual financial reports, including balance sheets and profit & loss statements.
- Manage end-to-end purchasing process for warehouse materials, including raw materials, packaging, and operational supplies.
- Source and negotiate with suppliers to ensure competitive pricing and favorable contract terms while maintaining quality standards.
- Collaborate with warehouse managers to determine inventory needs and ensure stock levels are optimized to meet operational demands.

• KIMS ALSHIFA HEALTH CARE PVT LTD

PURCHASE ASSISTANT



- Coordinating with the Manager (Purchase) on daily activities
- Prepared purchase orders for store items and major equipment, and handled GRN, indent, and issue documentation.
- Monitor and maintain the Purchase Order file.
- Attach Purchase Order with bills for proper documentation
- Monitor and maintain the re-order level of stock.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 29/July/1999
Nationality	: Indian
Marital Status	: Married
Address	: Koori House Thazhekod west, Malappuram (dist), Kerala, India PIN: 679341
Mobile Number	: +91 8943604217
Religion	: Islam

PROJECT

- MBA Capstone Project: A STUDY ON LOGISTICS MANAGEMENT UNDER GREENWICH MERIDIAN LOGISTICS (INDIA) PVT.LTD - COIMBATORE
- B.Com Project : It is a general project on the problem faced by migrant laborers in Kerala (perintalmanna)

PERSONAL STRENGTHS

- ORGANIZATION - Helping others, and organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT - Management skills to direct others and review others performance.
- SERVICE - Having a clientfocused approach skills include patience, attentiveness, and positive language.

ACADEMIC CREDENTIALS

2023	MASTER OF BUSINESS ADMINISTRATION BHARATHIYAR UNIVERSITY RVS - INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH SULUR COIMBATORE, TAMILNADU
2021	B.Com FINANCE CALICUT UNIVERSITY MES KALLADI COLLEGE - MANNARKAD, KERALA
2018	PLUS TWO - COMMERCE WITH COMPUTER APPLICATION Directorate of Higher Secondary Education P T M H S SCHOOL
2016	SSLC Kerala Board Of Public Examination P T M H S SCHOOL

ACHIEVEMENTS

- LANDSCAPING OF THE MALAYSIAN ECONOMY & VISIT TO CENTRAL BANK OF MALAYSIA.
- National Cadet Corps (NCC) NAVY “C” Certificate - 2021.
- International Business 1 in Coursera (The University of New Mexico)
- Successfully Completed a New Model of business in Society in Coursera (University of Virginia)
- Best Volunteer Leader in National Service Scheme (NSS).

INDUSTRIAL VISIT

- TVS Automobiles Solutions Pvt Ltd Coimbatore
- Adani port & logistics nellore.

PASSPORT DETAILS

- Passport No : V3346623
- Date of Issue : 06/10/2021
- Date of Expiry : 05/10/2035