
CURRICULAM VITAE

CONTACT NO: +97451110786



DEAR SIR,

I would like to submit my candidature for the post of in your esteemed organization. I am having Bachelor's degree. I have around ten years of work experience overall in Gulf in procurement, Technical coordinator, Facility management and having Qatar driving license.

I am Young, dynamic, self-motivated, professional to Administration Department. I would like to do the job with great sense of responsibility and always expect to make a positive contribution and prove myself as an asset to the organization.

I shall highly appreciate and thank you if you provide me an opportunity to work in your esteemed organization.

Hope to hear from you soon.

Yours truly,

MOHAMMED MUNEEBUDDIN AHMED

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OBJECTIVES: -I am highly motivated, and result oriented person, being resourceful as well, ten years of working experience in areas of technical administrative and co-ordination support and document Management. Well known with Office Management systems, once given a task I can motivate myself to the challenge and complete aspects of my work satisfactory and to a high standard.

ACADEMIC QUALIFICATION: BACHELOR OF Commerce (Osmania University) HYDERABAD, INDIA

TECHNICAL QUALIFICATION: 1-MCITP Certification in Hardware & Networking, Photoshop -
2- SAP MM Material Management

COMPUTER PACKAGES: HAVING PERFECT KNOWLEDGE IN MICROSOFT WINDOWS MS OFFICE

KEY SKILLS AND COMPETENCIES

- Experience with document control packages such as Aside.
- Excellent interpersonal skills and a professional telephone manner.
- Utilizing a range of office software, including email, spreadsheets and databases.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Excellent IT Skills and effective communicator.
- Able to react quickly and effectively when dealing with challenging situations.
- Assisting departments with queries on documentation requirements & submissions.

❖ WORK EXPERIENCE IN QATAR

- **July 2022 to Feb 2023: Worked with Hammad International Airport.(Mekdam Technical Services)**
- **Landside Shift Coordinator**

RESPONSIBILITIES

- Routine Inspections of all landside operational areas and liaises closely with facility maintenance to ensure that all areas operate freely
- Represent all landside interests in the airport operations control centre, Communicates and coordinates with all other departmental heads to ensure effective communication
- Liaise with matar security and airport security (MOI) and other Govt. agencies on in-order to speed up all customer care passengers handling process or traffic flow management.
- Trouble-shooting techniques in the areas of jurisdiction by identifying the problem, seeking alternatives, then deciding on the correct option in order to minimize/eliminate passenger inconvenience and maintaining the safety/security requirements.
- Prevent and report misuse of company assets or customer properties.
- Responsible for the efficient utilization of all available parking spaces including ensuring they are the correct size to include invalid areas.
- Compiles comprehensive shift reports for landside duty managers to include investigations and recommendations in the event of accident/incidents.
- Monitors the landside traffic situations and coordinate with the traffic officer as required to ensure that five star services is maintained with in HIA, DIA car parks, curb side and complete landside facility.

❖ **WORK EXPERIENCE IN OMAN**

- **April 2018 to April 2022: Worked with TMTEC Technical Services LLC (Muscat, Oman).**
- **Technical Coordinator**

RESPONSIBILITIES

- Providing monthly Maintenance service schedule of technicians along with MOs to the client
- Participate in client strategic planning process convert, compose and confer client needs
- Coordinating with the technicians to provide the services and breakdowns reports
- Work independently and proactively resolve any potential issue at GSM, Exchange, and Outlets Sites of Omantel.
- Coordinated and compiled daily report organized and maintained files
- Submitting the GSM, Exchange, Outlets and Msan Sites Maintenance report accordingly completion of service
- Visiting major breakdown sites and Updating HSR Maintenance service and breakdown reports in data base
- Preparing monthly quotation and summary of spare parts used in project.
- Creates schedule agreement on both client and supplier side of orders.
- Creating purchase orders, warehouse management and supplier order management using **SAP** database
- Preparing purchase MDF and Purchase order for supplier
- Supervise invoicing for contract and spare parts
- Monthly HSE and KPI Report to the client

❖ **WORK EXPERIENCE IN SAUDI ARABIA**

- **February 2014 to August 2017: Worked with KHATIB ALAMI Saudi Consulates Engineering Company Riyadh, Saudi Arabia**
- **Procurement Officer**

RESPONSIBILITIES

- Validate purchase indent from stores and other department for CAPEX
- Maintain approved suppliers list and update any changes or new suppliers information
- Create and maintain relationships with suppliers
- Negotiate the price from suppliers and do the cost effective purchases
- Prepare purchase orders for regular stock as per guidelines
- Get approval for purchase orders from respective department heads
- Communicate with suppliers for sending purchase order and get confirmation
- Managing inventories and maintaining accurate purchase and pricing records
- Taking care of tenders and general price enquiries from the respective departments.

- **June 2013 to January 2014 Work with Team Arabia Riyadh, Saudi Arabia**
- **Technical Coordinator**

RESPONSIBILITIES

- Coordinating with main contractor and consultants.
- Coordinating with supplies to submit their Prequalification and technical material submittal and samples to us.
- Preparing the material submittal for the complete Structural, Architectural Electrical Mechanical Medical.
- Submitting Prequalification and Technical Document to consultant for approval.
- Keep updated records of all out-going correspondence and receiving of incoming materials and Shop Drawing etc.
- Responsible for maintaining hard copy information
- Controlling the complete Documentation & Date System of the Projects.
- Drafting professional and Commercial Letters for the organization independently.
- Sending all approval document and material to site.

PERSONAL INFORMATION

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