

ABDULMUNEEM

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Summary of Qualifications

Over ten years of progressive experience within operations combined with procurement management. Proven ability to lead cross functional teams, client dealings, negotiate contracts, develop long term commodity strategies, utilize e-sourcing tools, approaching Manufacturers, Wholesalers, complete cost analysis and source from low cost emirates.

A result driven, hardworking and capable Operations Manager having a proven ability to ensure that a Company enjoys a competitive edge when compared to their competitors by securing the best quality of service. Always delivering results against strategic objectives, whilst working within the organizations' core values and beliefs.

Areas of Expertise

Supplier and Vendor Relationship Management Negotiation	Operations Management	Customer Relation Management
Multi-Site Operations	Fleet Management	Sales

Professional Experience:

Sales Manager
Vision Mission Trading, Abu Dhabi

from December 2021
Having Own Visa valid up to March 2024
Having Health Insurance

Purchasing Manager
Operations Manager
Sawaeed Holding – Abu Dhabi, UAE

April 2014 to November 2021
December 2010 to March 2014

FYI: Joined as Operations Manager, after completing 3 years, been transferred to Purchasing Department

Purchasing:

- ✚ Manage and control all Sawaeed's external suppliers with particular emphasis on the purchase of materials for construction and oil and gas.
- ✚ Ensure parts and materials are bought at the most competitive price and delivered on time.
- ✚ Establish strategic relationships with key suppliers who are aligned to the company's needs.
- ✚ Identify new suppliers, agree terms and negotiate supply agreements where appropriate, including discount structures and volume rebates.

- ✦ Foster close working relationships with associated within all departments. Continually improve purchasing methods and drive-down external spend.
- ✦ Carries out a comprehensive review of the Purchasing function and its methodology and identify and implement improvements.
- ✦ Fleet Management, workers pick and drop at site, staff vehicles arrangement etc.

Operations:

- ✦ Overall responsible for the monitoring and overseeing of the activities of over 500 employees under operations (Hospitality and Domestic Services).
- ✦ Managing and achieving Clients satisfaction.
- ✦ Ensure monthly review meetings with clients are conducted and their query / requirement is fulfilled.
- ✦ Weekly meeting with Site Supervisors and Operations Assistants to solve the Client Complaints (if any).
- ✦ Plan & review staff vacation and relievers schedule. Participate in the recruitment of staff as per the Client's requirement.
- ✦ Documentation & Filing system
- ✦ Monitor Expiry and Renewal of Contract Agreements of Clients
- ✦ Monitor and Control Fleet Department (Planning / preparing drivers schedule in line with the day-to-day operational activities.

Project Manager (CRM)

2007 to 2010

First Security Group LLC – Dubai

Supply of Security Manpower

Operations Assistant / Executive Secretary

2003 to 2006

Emirates Security – Dubai

Supply of Security Manpower

HR and Admin Secretary

1991 to 1995

Wescosa Limited Arabia- KSA

Sales Manager / South & West India

2000 to 2003

PANGEA PHARMACEUTICALS

Hyderabad

Educational and Professional Qualifications

- ✦ **Master in Business Administration (Private University)**
- ✦ Project Management Professional Course (Attended, Cambridge, Dubai)

Personal Information

Indian National having good interpersonal and communication skills.

Ability to speak English, Arabic and Urdu

Holder of valid UAE driving license