

ABDUL JALEEL VAROOL MEETHAL

Highly talented and accomplished professional with extensive knowledge and experience in managing product or company resources by processing data, comparing prices, responding to supplier inquiries, preparing price lists to made contract and monitoring transactions control flow of the demand. Specialized in E-sourcing, RFQ, purchase order, shipment follow up with logistics and other entities etc... (9+ years Experienced)



PERSONAL

- Name**
Abdul Jaleel Varool Meethal
- Address**
Vilayatt house,
chaniyamkadav(post),Ponmery(via)
Kozhikode,Kerala, India ,673541
Residential Address -Doha,Qatar
- Phone number**
+974-33953666/ +91-9656395366
- Email**
jaleelvilayatt@gmail.com
- Date of birth**
21-05-1990
- Place of birth**
Kerala
- Gender**
Male
- Nationality**
India Passport No.U5161169 (date
of expiry 17 Feb 2030)
- Marital status**
Married
- Driving licence**
Yes (India)

INTERESTS

- sports
- Office Administration

SKILLS

- Microsoft office ★★★★★
- Operating System ★★★★★
- Leadership ★★★★★
- office administration ★★★★★
- ERP (ORACLE, Enterprises Assent
Management-EAM) ★★★★★

LANGUAGES

- English ★★★★★
- Arabic ★★
- Malayalam ★★★★★
- Hindi ★★★★★



WORK EXPERIENCE

- Mar 2014 - Mar 2022 Procurement Administrator**
Qatar Airways (QAS), Doha, Qatar
 - 8+ Years experienced in Qatar Aviation Services (QAS) GSE technical & non-technical material planning and coordinating with users department (Mach 2014 – Present)
 - Ensure the availability of Sources, Requisitions, plans, and schedules the movement of require materials, equipment, parts, consumables, components, services supplies of production and inventory.
 - Analyzes data and determines factors that affect prices and determines lowest cost consistent with quality, reliability, and ability to meet required schedules and guidance to the end users in preparation scope of work and cost estimate.
 - Maintaining consignment item with average demand (AMD), fast and slow moving in ABC category and mini-max system
 - Reviews proposals , selects or recommends suppliers , analyzes trends , follows up orders placed , and maintains necessary records of material movement and ordering , tracking of all supplies key results areas and maintain a strategic formulas.
 - PR and PO process based on consumption and requirement with relevant document (CMC , QCC , UMP , Single Source , and call of contract etc ...) and updating in concerned share point.
 - RFQ's obtaining the minimum 3 valid quotations with lead time and warranty.
 - Open PR and PO review with SLA, expediting materials and assisting team to clearing priority shipments proactively without delay and aid for revising long lead time into shortest period.
 - Logistic summary preparation of DHL, SDV, and bollore etc... for invoice approval.
 - Verifying payment terms in the PO and updating GRN voucher numbers and discrepancies.
 - Ensure all shipping document are prepared by logistics and streamlining process for reducing freight cost
- Oct 2013 - Feb 2014 Store administrative coordinator**
Acura distributors, Kerala, India

Operation control and administrative duties (SOA preparation, new suppliers and customer registration, advance payment (NEFT) preparation of new arrived product, coordinating with sales sections ..etc..)
- Apr 2011 - Sep 2013 Auditors and tax practitioner**
Accounts India, Kerala, India
 - Books of auditing to express an opinion on financial statements.
 - Input and output tax calculation and tax submitting into government tax payable department ..etc...



EDUCATION AND QUALIFICATIONS

- May 2011 - Mar 2012 **Practical Accounting and Computerized Accounting**
Sree Sankaracharya Computer Center ,Kannur, Kerala, India
Accounts Management & Banking (Tally, Peachtree, Quick Book, Tradeasy)
- May 2008 - Apr 2011 **Bachelor of Commerce (BCOM)**
Calicut University, Kerala, India
Business Studies, Financial Accounting, Statistics and Corporation.
- Jun 2006 - Mar 2008 **Higher Secondary (Commerce)**
Board Of Higher Secondary Examination, Kerala, India
Business Studies, Financial Accounting, Statistics and Economics.



ACHIEVEMENTS

Excellent working knowledge, Appreciation by management, Good learnings and Forecasted planning with time management.



COURSES

- Feb 2012 - Mar 2012 **Microsoft Office**
Sobha Institute Of Information Technology
Microsoft Office Excel.
- Apr 2011 - Mar 2012 **Accounts Management & Banking Allied Training**
Sree Sankaracharya Computer Center
Computerized Accounting ERP software's (Tally, Peachtree, Quick Book, Tradeasy)



QATAR AIRWAYS CERTIFICATION

- o Aviation security awareness, Airside safety awareness 2015-2018,
- o Safety management system
- o Microsoft Excel module 1, 2 &3
- o Managing (for) Performance & Housekeeping for office staff
- o HIA - General Security Awareness
- o Basic Fire Awareness
- o Engineering Waste Management and Spill Response
- o Safety Management System (Office Staff)
- o Safe Chemical Handling
- o Data Protection and Privacy Awareness
- o Stores Hazard and Safety Awareness



FORECASTING THE DEMAND & MAKING MONTHLY INVENTORY

- Categorizing the materials by using ABC analysis by considering the consumption.
- Set reorder level (Min – Max) with respect to lead time and safety stock.
- Raising the stock replenishment orders based on Stock planning final quantities.
- Following closely stock on hand quantities and raising immediate replenishment orders based on consumption for low stock parts to avoid zero stock status.
- Following SOP's and achieving the KPI's.
- Delivering effective performance to meet the requirement of critical aviation services.
- Conveying new thoughts to streamline minor concerns and supporting colleagues who are need of solving challenging situation in daily operation.



REPORT PREPARATION

- Stock valuation report,
 - Vehicle wise consumption report,
 - Freight handling expenditure analysis,
 - Out Standing purchase orders summary,
 - Supplier wise purchase report (OEM SUPPLIERS).
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PERMANENT ADDRESS

Vilayattu House
Chaniyam kadavu (post)
Ponmery 673541
Calicut, Kerala
Nationality : Indian
Marital Status: Married



DECLARATION

I hereby declare that above mentioned particulars are true, complete, and correct to the best of my knowledge and belief

Place:

Date: