



CONTACT

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JOB OBJECTIVE

Targeting senior-level roles in Strategic Administrative, Logistics, Procurement, Purchase, Warehouse Management with an esteemed organization

CORE COMPETENCIES

- Strategic Planning
- Sourcing
- Procurement
- Material Management
- Vendor Management
- Logistics
- Negotiations
- Budgeting & Estimation
- Cost Optimization
- Risk Assessment
- People Management

EDUCATION

- 2012: MCA (Master of Computer Application), 1st class | Sastra University - Thanjavur, India
- 2009: B.SC (Computer Science), 1st class, Jamal Mohamed College --- Trichy, India

SYED MEHATHAB

PROFILE SUMMARY

- A result-oriented professional with **over 8 years** of extensive experience in **Strategic Sourcing, Procurement, Vendor Management, Material Management, Logistics, Recruitment, Sales & Marketing and People Management.**
- Currently working as **Administrative & Procurement Officer** in **MMS Textiles Manufacture LLC in Dubai Industrial City**
- Notable success in identifying & developing potential vendors & suppliers for procurement of required material and achieving cost effectiveness by executing cost negotiation on the basis of Quantity.
- Assessed performance of vendors on competitiveness & reaction capabilities; negotiating with vendors on prices & agreements and finding measures to improve the performances evaluated on various criteria such as percentage for rejections, quality improvement rate, timely delivery & credit terms.
- Knowledge of **Nonwoven and Plastic Manufacture** with printing and conversion of material with required vendors.

WORK EXPERIENCE

Since Feb'21 – Nov'25 | MMS Textiles Manufacture LLC in Dubai Industrial City | Administrative & Procurement Officer

Key Result Areas:

- Purchase Material for PP, PE, LDPE, Process Inks, BOPP, Factory MEP & Packing Material. (Nonwoven & Plastic Manufacture, Printing of Flexo, Screen, Rotogravure, Conversion Machines)
- Developed a sourcing framework to analyze demands patterns, identifying short & long-term requirements for price sensitive articles in each category and supervising the implementation for the same
- Negotiated with vendors (Sabic, Borouge, Enerplastic) to procure essential materials at reasonable price and ascertaining alternate dealers for business consolidation
- Streamlined the system & procedures for effective material control towards ensuring a ready availability of materials; implementing systems for avoiding situations like over-stocking/out-of-stock
- Database Management: Processed and maintained detailed records in internal systems such as SAP ERP, Zoho and Microsoft Dynamics.
- Vendor Negotiations: Collaborated with vendors to secure optimal pricing and services for international shipping (Oman, Saudi Arabia, India, China) contracts.
- Shipping Coordination: Managed inbound, outbound, and transshipment logistics, preparing accurate invoices and shipping documents.
- Supplier and Customer Liaison: Coordinated with overseas vendors, customers, freight forwarders, and carriers to ensure timely deliveries and pickups.
- Inventory Monitoring: Tracked stock levels and placed orders as needed to maintain inventory requirements.
- Cost Analysis and Reporting: Prepared detailed reports on purchases, including cost analysis, to support decision-making.
- Order Tracking: Ensured timely delivery by monitoring and following up on orders.
- Supplier Evaluation: Compared and assessed supplier offers to ensure value and quality.
- Collaborated with the costing team to implement dynamic pricing models for strategic commodities, ensuring competitiveness and adaptability.
- Managed long-term agreements for strategic commodities, securing favorable terms and sustainable partnerships.

Mar'17 – Jul'19 | Al Bustan Al Jameel General Trading, Dubai | Administrative

Key Result Areas:

- Website Management: Oversaw daily postings on the company website and managed customer-specific e-ads based on their requirements.
- Market Research: Conducted research and marketing activities targeting websites across the UAE to enhance reach and visibility.
- Customer Coordination: Engaged with customers through email and phone to promote and sell relevant products.
- Office Administration: Handled administrative tasks to ensure smooth daily operations.

Nov'14 - Jun'17 | (Supreme Groups) Supreme Yachts Charter L.L.C, Dubai Marina, Dubai | Administrative

Key Result Areas:

- **HR & Recruitment:** Managed recruitment processes, employee attendance via biometric systems, salary disbursement using the UAE WPS system, and employment visa procedures with labor and immigration authorities.
- **Government Liaison:** Handled company documentation and processes with entities like DEWA, Department of Economic Development, and Ministry of Defence.
- **Event Management:** Organized and managed corporate and social events, including travel reservations.
- **Employee Development:** Trained employees in sales and marketing to improve team performance.
- **Sales & Marketing:** Oversaw daily sales operations, e-commerce activities, social media marketing, and online promotions, including newspaper advertisements.
- **Graphic Design:** Designed marketing materials using Photoshop and Illustrator to support branding and outreach efforts.

Sep'13 - Oct'14 | Alpine Knits Textile Unit (Spinning Mill) Tirupur, India | Administrative

Key Result Areas:

- **Payroll & Benefits Management:** Administered payroll and maintained Provident Fund (PF) records for over 300 employees, ensuring accurate and timely processing.
- **Recruitment & Employee Relations:** Managed recruitment processes and handled employee terminations, grievances, and sensitive situations with fairness and respect, in collaboration with legal counsel and management.
- **Employee Development:** Identified individual talents and coaching needs, providing guidance to help employees advance in their careers through necessary training.
- **Securities & Salary Management:** Oversaw security procedures, security bills, and controlled salary disbursements for all employees.
- **Canteen Operations:** Managed canteen services, ensuring timely delivery of quality food for employees.

SOFT SKILLS

- Communication
- Planning
- Problem Solving
- Team Oriented
- Leadership

TECHNICAL SKILLS

- ERP Systems: SAP, Zoho, Microsoft Dynamics
- MS Office
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Printing – Flexo, Screen, Rotogravure
- Plastic and Nonwoven Manufacture

PERSONAL DETAILS

- **DOB:** 26/08/1987
 - **Languages:** English, Hindi, Tamil
 - **Address:** Dubai Industrial City, roundabout 1, Dubai
 - **Passport No:** V2312642
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