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| **PURCHASE EXECUTIVE** |
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| **CAREER OBJECTIVE** |
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| Ahmed.114895@2freemail.com Purchase and maintain dispersal of all food, beverage products. Establish and maintain the most effective purchasing and receiving procedures. Control Food Purchase levels and record keeping of all transfers to ensure cost controls are in place. Ensure the most accurate accounting procedures for food and beverage costs on a monthly basis. |

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| * Purchasing
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| * Customer Service
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| * Material Management
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| * Comparative Statement
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| * Budgeting
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| * Vendor Management
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|  Date of Birth : Aug 10, 1982 |
|  Place of Birth: Hyderabad |
|  Nationality : Indian |
|  Present Residence: India |
|  Marital Status: Married |
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| **WORK EXPERIENCE** |
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**AL JASSIM GROUP, DOHA-QATAR**

 MAR 2015 TO DEC2015 20202015 DATEDATE

PURCHASE EXECUTIVE

* Handling Purchasing Process of Food , Dry and Frozen Items for All Burger King Restaurants and Café Vergnano Coffee Outlets.
* Process Purchase request approved from Operation and Human Resource.
* Creating Purchase Orders as per request from Operation Department.
* Maintaining all purchase documents.
* Purchase order work under based on SAP One Business.
* Follow up the Suppliers for Purchase Order and delivery status of items.
* Visiting the different vendors for quotations as items requested from Operation & Human resource Department & Outlets request.
* Making the comparative statement
* Prepare Purchase Quotation, Purchase Order, Advance Down Payments request & Goods Receipt .
* Creating different reports as required by Management.
* Daily Checking Stock availability of items in Stock report.
* Negotiate with vendors for Rate, Delivery and Payment Terms.
* Maintaining records / database of various categories of approved suppliers.
* Preparation of Comparative Statement of Quotes.
* Monitor quality of purchase goods and services vis-à-vis requirements.
* Update the Purchase database for additions/deletions in supplier’s base.
* Monitor requisitions are properly completed and signed.
* Maintain a neat, organized and well stocked storeroom facility.
* Count all Food, Beverage and Mini Bar inventories on a monthly basis.
* Responsible for performing any additional duties as requested by the Supply chain Department.
* Forward Food & Beverage receiving sheet with invoices to accounting department..
* Reconcile total food, beverage and purchases with accounting monthly.
* Maintenance of the Food & Beverage line expense check book.
* Work closely with the Operation department in order to achieve and maintain best quality and prices.
* Provide Restaurant departments with special pricing requirements or needs on a case by case basis.
* Maintain contracts with local supplier and related administrative works.

**YOUSEF AL RAJHI GROUP, RIYADH-KSA**

 July,2012 TO Nov ,2014

PROCUREMENT CUM PURCHASING OFFICER

* Responsibilities of Fully Computerized & ERP Procurement based on Microsoft Dynamics AX 2009 and online Purchase Order is prepared in Microsoft Dynamic AX 2009 ERP.
* Screening of requisitions prior to forwarding for procurement In-charge.
* Procurement of Material, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items.
* Maintaining all procurement documents.
* Visiting the vendors for requirement quotations as per clients request.
* Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
* Budgeting- Monthly Budget is prepared as per the requirement of Project (At Site), Supply Chain. .
* Material Management. Planning for daily consumables material for next one month. Billing status. Making the comparative statement
* Ensure the quality & quantity of material purchase at site. .
* Creating different reports as required by Management.
* Negotiating with the vendors for Rate, Delivery and Payment Terms. .
* Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc
* Preparing RFQ's and forwarding it to relevant suppliers / agents to obtain Quotations.
* Expediting with vendors.
* Collects and analyzes market information to assess purchasing decisions and recommend improvements.
* Maintaining records / database of various categories of approved suppliers.
* Preparation of Comparative Statement of Quotes
* Monitor quality of purchase goods and services vis-à-vis requirements. Assists in solving major suppliers problems

**ICG COMMERCE PVT LTD, HYDERABAD,INDIA**

 July , 2010 TO March, 2012

PROCUREMENT ASSOCIATE

* Solving customers billing issues, cross selling and updating customer about the new promotions.
* Planning and Preparing teams performance reports to the manager.
* Worked for Good Year Tire Company on MM, to make changes PO’s,
* To change info records, delivery dates, pricing, necessary changes on purchase order, goods receipt, goods issue and data upload.
* Making changes in PO in regard to price, delivery date, info records.
* Creating PO’s and calling up Vendor to check with the available materials and stock.
* Configuration of document types, ranges, PO, PR, RFQ .
* Configuration of Purchasing Info Record



**ICICI BANK LTD, HYDERABAD-INDIA.**

PHONE BANKING OFFICER

* Handled a high influx of inbound calls within a dynamic call center environment.
* Enhancing the knowledge of the customer towards the product.
* Responded to customer inquiries and requests and resolved issues efficiently and professionally
* Implementing new ideas for the product
* Accepted assignments with an open, cooperative, positive and team-oriented attitude.
* Handled a team where, i manage to solve the queries of the customers and to report branch manager on daily basis and solve the grievance of the customers effectively and efficiently.
* Deliver world class customer service and build customer satisfaction and loyalty.
* Provide effective and timely resolution of a range of customer inquiries strive for one-call resolution of customer issues.
* Complete ongoing training to stay abreast of product, service and policy changes

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| **TECHNICAL EXPERTISE** |
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| * Microsoft Dynamic AX 2009
* Sap Business One
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| * MS Word and Excel
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| * Effective writing skills
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| * SAP Material Management
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| **TECHNICAL SKILLS** |
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| **QUALIFICATION** |
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**MASTERS IN BUSINESS ADMINISTRATION (MARKETING & FINANCE) FROM OSMANIA UNIVERSITY.**

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| **PERSONAL PROFILE** |
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Nationality : Indian

Language Known : English, Hindi, Urdu, Arabic (Partial)

Place of Issue : Hyderabad

Date of Issue : 17 Dec 2008

Date of Expiry : 16 Dec 2018

Visa Status : Visit Visa ( Business Visit Visa)

I hereby declare that the information furnished above is correct to best of my knowledge and belief.