**ANISH**

**ANISH.162818@2FREEMAIL.COM**

**OBJECTIVE**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**EXPERIENCE:**

1. As a **Purchase officer** at Al Ashram Contracting Co.LLC from April 2017 to present, Dubai.

**Responsibilities in Purchase Dept.:**

* Selecting new products and reviewing the old for finding the right supplier based on the estimation report of project.
* Summarizing suppliers based on their products values and prices in the market.
* Arranging personal meeting with suppliers along with the senior to negotiate prices and other conditions.
* Reviewing supplier Sale agreement terms & conditions.
* Arranging internal meetings for the financial support and bank facilities as per the supplier terms.
* Preparing schedule for sale agreement signing from each party.
* Investigating received demands from site with the available inventory stock.
* Preparing Local Purchase Order as per the demands from project.
* Create, maintain and distribute purchase orders and delivery schedules.
* Consult with department leaders to determine deliverable timelines.
* Procure raw materials and manage of raw material inventory levels.
* Create and update purchasing contracts.
* Manage the daily material requirements for production.
* Ensuring the products are delivered on time Pitching ideas to senior management.
* Reacting to any changes in customer demand.
* Maintaining relationships with existing suppliers while seeking new ones
Getting feedback from customers.
* Recommend and coordinate cost reductions in all aspect of the role to meet or beat inventory budget and efficiency goals.
* Provide professional insight into market trends to better source.
* Soft copy & hard copy management of contracts in organized manner.

2. As a **Purchase Officer** at Al Arif Contracting Co.LLC from Dec 2013 to April 2017, Dubai.

**Responsibilities in Purchase Dept.:**

* Responsible for organizing and maintaining a central facility for the purchase of all goods, services and contracts on a best price / best quality basis.
* Procurement of raw material from local and international market.
* Ensuring the smooth supply of material, consumables and equipment to the company.
* Use and implication of MRP & MRP II maintenance with the help of **Microsoft Dynamics AX 2012**
* Benchmarking performance of the Supply Chain
* Establishing terms, pricing, quality requirements, delivery and contracts.
* Preparing, assigning & processing requisitions, purchase orders, delivery orders & invoices for purchases.
* Managing vendor relationships and building effective supply chain partnerships.
* Pre-Qualifications of Vendors for RFQ.
* Respond to end- user and supplier inquiries about order status, changes, or cancellations.
* Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
* ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
* Review requisition orders in order to verify accuracy, terminology, and specifications.
* Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
* Liaison with the warehouse to maintain optimum stock.
* Investigating the demand request from site with the available inventory stock.
* Preparing comparative quotations for the requested demands.

**Other Responsibilities**

* LPO Reconciliation.
* Booking Fixed Asset.
* Documentation & filing.
* Fixed Asset Movement Monitoring.
* Plant & machinery Time sheet Monitoring.

**SOFTWARE SKILLS:**

* AX Dynamics 2012.
* E-promise (Profit).
* MS Word / Office.
* Hardware.
* Web Designing, Photoshop, Flash

**AREAS OF INTEREST**

* Programming Language : C, Java
* Net technologies : VB.Net
* Web Technologies : HTML

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- | --- |
| **Examination** | **Discipline / Specialization** | **School / College** | **Board / University** | **Year of passing** | **Percentage** |
| Diploma | Computer Science | Cape polytechnic college, Aralvaimozhi | DOTE | 2010 | 64.5 |
| S.S.L.C. | S.S.L.C. | Scott Christian Hr.Sec. School, Nagercoil | State board | 2007 | 68.8 |

**PERSONAL DETAILS**

Father Name : Mr. C. K. Siva Sankaran

Nationality : Indian

Languages Known : Tamil, English, Malayalam & Hindi.