**Abdul**

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**United Arab Emirates**

**Email:** [**abdul.166216@2freemail.com**](mailto:abdul.166216@2freemail.com)

**Career Objective:**

To gain the position of an Sr. Purchase officer /administrator in a reputed organization where my experience and skills will contribute extensively in handling various administrative and purchasing tasks

**Professional strengths:**

* More than Twelveyears of professional experience in providing administrative& purchasing support
* Good knowledge of ***ISO: 22000-2005 auditing.***
* Good Knowledge of ***HACCP Stage 3.***
* Attention to detail with excellent knowledge ofaccounting.
* Possess excellent communication skills with good telephonic etiquettes
* Flexible, proactive with good customer service skills
* Proficient in handling Ms Office and outlook

**Summary of Experience:**

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**Al Fanar Restaurant and Café-Authentic Emirati Cuisine**

**Motomachi Japanese Restaurant.**

Organization : Al Fanar Restaurant and Café-Authentic Emirati Cuisine.

Duration : JAN 2017 to till date   
Designation : Senior Purchase Officer.

**Al Fanar Restaurant and cafe-Authentic Emirati Cuisine** and **Motomachi Japanese Restaurant**is under one management of **Aspen creations L.L.C.**with one CKP.

Al Fanar Restaurant and cafe**-**Authentic Emirati Cuisine is the one of the iconic Arabic Restaurant in UAE its overall 7 branches and upcoming 3 branches in end of 2017

Motomachi Japanese Restaurant & Patisserie is the Japanese concept restaurant develop by Aspen Creation at present we have one restaurant in Dubai festival city and other will open on Sep 2017 in La Mer Dubai.

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**Al Fanar Restaurant and Café-Authentic Emirati Cuisine &Motomachi Japanese Restaurant.**

***As a Senior Purchase officer bellow are my Job Responsibility:-***

* Assist management in purchase planning, developing and establishing objectives and purchase policies of the organization
* Budget planning for thecentral purchase for Al Fanar &Motomachi for 2017.
* To ensure andmonitor the effeteness of the EPP 2017.
* As per the category wise create purchase plan for 2017 for Al Fanar and Motomachi.
* Handling 8 outlets for the daily procurement process for food & non-food items.  
  Monitor daily ending stock for corporate branches and coordinate with operations for variances
* Follow up par levels for corporate branches
* Receive and forward franchise outlets outside the country orders\
* Crosscheck consumption data with daily sales for all outlets
* Follow up stock levels and alert in case of over or under stock
* Follow up on the purchasing officer and give feedback
* Perform follow up inventory checks for outlets
* Maintain communication with all outlets to ensure the supply of needed goods
* Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
* Follow up on deliveries and receivables with suppliers as per LPO
* Perform follow up inventory checks for outlets
* Sourcing for alternative suppliers in cooperation with operations.
* Receive quotations and negotiate prices and terms with suppliers in cooperation with the operations
* Follow up the food cost for the outlets in cooperation with Finance and operations and suggest ways to improve it
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**Al Fanar Restaurant and Café-Authentic Emirati Cuisine &Motomachi Japanese Restaurant.**

* Receive and forward LPO'S from H/O departments to suppliers
* Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to Central Kitchen/store on time.
* Maintain good communication channels with suppliers to avoid accounts blocking
* Monitor and co-ordinate deliveries of items between suppliers (local and overseas).
* Facility Management: Negotiate and finalize annual MEP maintenance contracts, contracts for Fire systems, general cleaning, pest control, waste water, Grease trap cleaning, kitchen equipment maintenance, central kitchen operations , facilitate requirements for day to day operations and ensure timely service of equipment to avoid breakdown etc.
* To find new supplier and new product for cost cutting and manage same product quality.
* Negotiation for price discount and annual rebate.
* Negotiation with our regular supplier for on monthly discounts.
* Successfully achieved the cost reduction 10%as requested for 2017 purchase plan within six month.
* Monitoring the all items consumption and wastage as per EPP 2017.
* To set the annul price contract for vegetable and poultry and meat items as per last year seasonal variation.
* To control the zero waste policy on meat and fish product.
* To ensure and monitor the contract pricing.
* To negotiation with supplier for additional discount for bulk purchase and season purchase.
* Prepare the business Plan & Budget for New Outlet.
* Monitor the new product in the quality and availability.
* To finalised the LPO and monitor the delivery status.
* Finalise the payment for supplier as per the contract.
* Pre pare monthly purchase report and summit management meeting.
* Prepare and summit the monthly consumption report to the monthlymeeting.
* As per the sop standard will follow the quality stand by BOH equipments.
* To monitor and maintain the records for HACCP and ISO22000.
* All suppliers are evaluated and audit as per HACCP Standard.
* To study and ensure the market movement and price flow on every month through the market study

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Organization:EVEREST HOSPITALITY CATERING.  
Duration : JAN 2012 to Dec 2016  
Designation : Administrative Supervisor(Purchasing) .

* Assist management in planning, developing and establishing objectives and policies of the organization
* Perform multiple tasks like management, data communications and human resource services
* Responsible for updating daily and weekly status report to General manager
* Support officials and business executives in planning business objectives
* Handle the tasks of interpreting the policies of the organization to the employees
* Prepare the business Plan & Budget for New Outlet.
* New product registration and approval for sampling.
* Negotiation for price discount and annual rebate
* To Smooth operation in Office Administration& central purchasing.
* Good Knowledge in POS Administration.
* Maintain and Verify Weekly inventory report from the braches.
* Auditing the inventory report.
* Find the Suppliers locally or international special in F&B.
* Negotiate the price & discounts.
* Approve the L.P.O. and follow up the delivery Scheduled
* Reorder the items which is less.
* Receive the SRV from the branches.
* Verify the SRV with Invoice and LPO.
* Prepare the payment request for supplier payments.
* To generate weekly sales report.
* To generate the weekly Expenses report.
* To generate the weekly wow report for all branches.
* Collect the sale cash from the Branches.
* Verify with POS Report with sales report.
* Bank statement reconciliation.
* Responsible office & Branch operation& Petti cash.
* Responsible for payroll and check the O.T.
* Maintain record for ***ISO: 22000-2005*** Certificate.
* Internal Auditing For **HACCP** Standard.

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*Organization****: Khalifa Co-Operative Society****Duration: JAN 2009 to Dec 2011  
Designation : Administrative Supervisor ( Purchasing).*

* Assist management in planning, developing and establishing objectives and policies of the organization
* Perform multiple tasks like management, Purchasing & Accounts.
* New Supplier approval.
* Finalized the SKU price list with listing fees.
* Finalising annul rebate and monthly discount.
* Discussing and Finalising shelf rent and promotion display rent for branches.
* Monitor the fast move items and slow moving items.
* Monitor the product movement and promotion items
* Workings close with accounts for monthly discounts and rebate.
* Responsible for updating daily and weekly status report to General manager
* Support officials and business executives in purchase planning business objectives
* Communicating with all department representatives for supplies listing
* Budget guidelines.
* Purchase Returns policy guideline
* Invoice problem resolution.
* Confirmation of order quantity, pricing, and availability.
* Order follow-up (telephone/email communication).
* Ensures accuracy of all orders
* Approving of purchase orders.
* Communication of orders to vendors.
* Work with accounts payable for new vendor set-up.
* Reviews completed documentation for accuracy and completeness; requests
* corrections as necessary
* Gathers data to assist with preparation of key reports; distributes as required
* Other duties as assigned.

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*Organization:* ***Sharjah Co-operative society****Duration : May 2005 to Dec 2008  
Designation : Administrative Supervisor (Purchasing)****.***

Sharjah Co-Operative Society Is the One of Leading Co-Operative in UAE .SCS operation 22 outlet all Sharjah.

* Take the approval for new supplier registration from Managements
* Registration for new supplier in systems.
* Finalising with supplier for the credit period.
* To enter the SKU with listing fees.
* Discussing with supplier for discounts and rebate and send to the management approvals.
* Monitoring shelf rent with category.
* Enter and registering the price changes in systems
* Select the items for monthly promotional and send to the management for approval.
* Good Knowledge of product pricing and market movements.
* To prepare the annual schedule for Monthly promotion.
* To prepare the LC and other importing documents.
* To market survey for Private labelling pricing and movements
* To finalize price with supplier for private labelling.
* Monitor the promotional items with end of time frame.
* Work close for inventory management.
* Works close with accounts department with Discount and rebate calculation.
* Prepare the report for monthly purchasing report and summit to manager
* Prepare the monthly discount report and summit the manager
* Prepare the quality & annual rebate Discount for each items report to the manager.
* Take responsibilities of operations associated with planning, budgeting and P/L Performance
* Make all the systems more efficient
* Improve the stock management process
* Establish and improve operational sales process
* Managing the interface between Merchandizing, Warehouse, Store and customer
* Ensure the delivery of competent and professional operational support.

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**Educational Summary**

Achieved ***Bachelor's Degree in Business Administration(B.B.A.,)***  
***Bharathaidasan Universityin India 2000***

Achieved ***Master Degree in Business Administration (M.B.A.,)***  
***University of Madras in India 2002***

Achieved ***LEVEL 3 Award in Supervising HACCP for CateringHighfield Awarding body for complaisance in UK 2014***

**Personal Details:**

Date of Birth : June 26, 1979

Email :[Abdul.166216@2freemail.com](mailto:Kccs.samad@gmail.com)

Languages : English, Arabic, Hindi, Tamil, Malayalam.

Nationality : Indian.

Marital Status: Married.

Visa Status : Residence Visa.

Driving Licence: Valid UAE Driving Licence.

**DECLARATION**

I hereby declare that the above information furnished by me is true, correct and complete to the best of my knowledge.

Yours Sincerely,

**Abdul**

**Reference:**

Will be pleased to furnish upon request.