

To secure a challenging position in a dynamic organization, this in turn provides me an opportunity to enhance my capabilities and skills along with the fulfillment of professional and personal goals.

**Name:** Jafar

**Date of Birth:** 6th May 1978

**Sex:** Male

**Religion:** Islam

**Marital Status:** Married

**Nationality:** Indian

**Address:** Sharjah, AE.

**Visa Status:** Visit Visa

**Driving License:** Yes, UAE Light

Vehicle License

JAFAR



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Sharjah, United Arab Emirates



* Strong organizational skills especially in high-pressure situations
* Highly Experienced in managing of Purchase and Procurement procedure
* Ability to manage good relationship with Vendors.
* Knowledge of Letter of Credit (L/C)
* Knowledge of Logistics and Supply Chain Management work.
* Knowledge of Dubai Trade E-Mirsal –II system.
* Knowledge of Import and Export Documentation Procedure.
* Knowledge of INCOTERMS.
* Manage Office Administration Secretarial works.
* Good Inter Personnel and team work skill.
* Negotiation Skill.
* Time efficient systematic working methodology.
* Ability to work under Pressure with time bound Performance, hard working.
* Positive Approach towards Work
	+ PURCHASE OFFICER at AL-BADDAD CAPITAL - Techno Park, Jebal Ali, Dubai. -15 Jan 2015 to April 2018.
	+ LOGISTIC OFFICER CUM COORDINATOR at LIFCO GROUP OF CO. - Sharjah. -2006 to 2012 June.
	+ TEAM LEADER FRONTLINE FINANCE at ICICI BANK HOME LOAN FINANCE CORPORATE OFFICE - TRIVANDRUM, KERALA, INDIA.



-2003 to 2005



ENGLISH

MALAYALAM

HINDI

ARABIC

* MBA in Finance and Marketing (2001-2003) from Madurai Kamaraj University (Tamil Nadu, India).

 Bachelor of Commerce (1996-1999) from University of Kerala ( Kerala, India)



* ORACLE ERP System
* Microsoft Dynamics ERP
* SAP Material Management
* Tally and Peach Tree (Accounting Software)
* MS Office



PURCHASE OFFICER (Jan 2015 - April 201**8**): (At AL-BADDAD CAPITAL, Techno Park, Jebal Ali, Dubai)



Arrange the Materials from Right People at Right Time.

Review and Approve Purchase Order before ordering goods

Search the Potential Vendors.

Negotiate the Price of Materials and Contract terms and conditions.

Compare and evaluate offer from Suppliers.

Arrange the Order Details (Vendor, Quantity and Price) in to Internal Data Base.

Maintain the Updated Records of Purchased Products Delivering Information’s and Invoices.

Communicating with Purchase Manager Regarding Purchasing and Material Status.

Coordinate with warehouse staff to ensure proper storage.

Maintain the track order and ensure the delivery of material.

Arrangement of Documents for future reference.

Maintain the Track Records of Purchase material.

Handle day today enquiries; acquire quotations on national and international basis.

Coordinate with suppliers and arrange materials proper time schedule

Illustrates procurement plan based on material requisition from various sites.

Receives, verifies payment request and suppliers invoice prior to passing on to the originating division for payment



LOGISTIC OFFICER CUM COORDINATOR (2006–2012 June): 6 years’ experience (At LIFCO Group of Companies, Sharjah dealing with Furniture & Household division).

Open Letter of Credit (L/C) as per purchase department instruction.

Bill of Entry Passing Through Dubai Trade E-Mirsal –II system.

Creation of Import / Export and related shipping documents.

Dealing with bank for letter of credit both for Import and export document negotiation etc.

Dealing with bank for payment against import by TT/ Wire Transfer.

Self-correspondence with the suppliers in the case of shipment delivery and L/C or any other payment terms.

Communicating with the shipper for on-time dispatch of goods.

Follow up with bank for document purpose.

Maintaining good relationship with supplier and forwarders.

Arrange all shipping documents from shipper and assure these documents as per LC and INCOTERMS.

Keeping proper tracking of all Import and Export shipment.

Freight Negotiating with the freight forwarders for FCL/LCL containers and air shipment.

Making weekly shipment schedule and reporting managers.

Following up with shipper for all import documents required for clearance.

Arranging Customs clearance of Import shipment container arrived in the port.

Coordinating with the warehouse in charge for proper storage of goods.

Shipment planning and coordination with production, marketing department for timely execution of export orders.

Arranging for survey in case of claim to be forwarded to the shipper.

Coordinating with export manager and forwarder to dispatch goods on time as per the terms and condition of the project.

Arranging insurance coverage and claims at proper time.

Arranging Certificate of origin from chamber of commerce.

Preparing shipping Guarantee.

Preparing online duty exemption and customs clearance.



TEAM LEADER (2003-2005): 2 years’ experience FRONTLINE FINANCE (ICICI BANK HOME LOAN FINANCE CORPORATE OFFICE) TRIVANDRUM, KERALA, INDIA.

Arranging and Verification of Related Documents from Concerned Loan Holders.

Create confidence to the Executives by giving advices and getting Positive results for the organization.

Collect the data base from the Executives.

Meeting prospective customer and closing.

Collect documents from executives and recheck and send to head office.

Reports collect from executives and send feedback to head office.

Keep good relation to customers.

Arranging Funds to the Right Customer at Right time.