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| SYED AHMED**PERSONAL****INFORMATION****Date of birth:**October 12, 1972**Place of birth:**Chennai. India**Nationality:**Asian**-**Indian**Civil Status:**Married**Religion:**Muslim**EDUCATION****B.COM:**Madras university, India**Seminar Attend:**Personal Effectiveness.Power Speak Incorporation (Think, Speak, Connect)Build Workshop. | **Dear Sir / Madam,** **I am enclosing my CV presenting my background and experience for your** **review.** **In review of your company’s requirements being resourceful and organized with solid professional standards including ability to collaborate with diverse associates, I believe my skills are in line with your current needs. .****As a fast learner, I see challenges as opportunities to further enhance my knowledge and professional experience such as what position offers.** **I would be very much interested if you could call me in person for an interview and be given a chance to prove that I am worth of your employment. Hope to hear from you soon.****Yours sincerely,****PERSONAL SUMMARY**A hardworking, pro-active procurement officer with an upbeat and positive attitude, who is looking for an opportunity to make a big difference in a business that is moving forward. Possessing a track record of achievements and a proven ability to manage the vendor / supplier base to reduce lead time and cost where ever possible. Results driven and able to use initiative to develop effective solutions to supply chain problems, whilst having an active and dynamic approach to work and getting things done efficiently.**OBJECTIVE**Looking for a challenging and rewarding position as a procurement officer with an exciting and ambitious company that offers genuine room for progression. **AREAS OF EXPERTISE** * Negotiating
* Project management
* Supplier relationship management
* Contract management
* Supply chain
* Material Supply solutions
* Estimating
* Vendor identification
* Logistics coordination

**SUMMARY OF ACHIEVEMENTS*** Adept in developing and implementing excellent customer services, long term growth and cost reduction strategies while focusing on improvements that maximize pay-off and bottom-line results.
* Seven years of experience as a procurement officer in automobiles and two year in fabrication of exhibition stands and interior and exterior work
* Versatile and specialized in sourcing and buying products from USA, UK, Taiwan, Thailand, China and other overseas markets requiring strong supplier relationships.
* Four years of experience in customs clearance, logistics and coordination {e –clearance mirsal II, port clearance, manual clearance}
* Trained and motivated others to provide a high level of customer service.
* Increased sales whilst managing all aspects of building retail / merchandising, sales administration etc.

.* Familiar with all aspects of the consumer electronics market with particular emphasis on buying, marketing and e-commerce.
* Possesses excellent interpersonal skills and the ability to communicate and negotiate concisely and articulately at all levels.

**EXPERIENCE** **PROCUREMENT OFFICER**

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| **Khalid Bushaqer Group of Companies / Dirt Bike Center.****Ras Al Khor, Dubai, United Arab Emirates**  | **Aug 2006– Nov2011****Sep 2013 - Till Date** |

Duties:* Negotiation, controlling purchase orders and supplies for all production materials.
* Benchmarking performance of the Supply Chain.
* Establishing terms, budgeting, pricing, quality requirements, delivery, and contracts.
* Administering the online purchasing systems.
* Reviewing all contracts/agreements to achieve ‘best price/best quality’ purchase.
* Preparing & processing requisitions, purchase orders & invoices for purchases.
* Guiding senior management on all purchasing issues to aid business planning & development.
* Maintaining records of supplier contracts, agreements, goods ordered received.
* Managing vendor relationships and building effective supply chain partnerships.
* Supervised the activities of buyers warehousing environment.
* Controlled stock, minimized losses, damages and incomplete orders.
* .Day-to-day management of the trading outlet, general problem solving, profitability.
* Accountable for Key Accounts and actively involved in maintaining and coordinating a high level of customer care.

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| **PATSON MIDDLE EAST FZ LLC** **JEBAL ALI UAE** | **Jan 2012– Sep 2013** |

**PROCUREMENT OFFICER** Duties:* Responsible for organizing and maintaining a central facility for the purchase of all goods, services and contracts on a best price / best quality basis.
* Ensuring the smooth supply of material, consumables and equipment to the company.
* Helping clients design their living space, consulting with interior designers, working with clients and suppliers in selecting all interior and exterior decors including flooring, electrical, hardware, wood, ceiling material, glass partitions etc.
* Developing media ad campaigns, participating with team in developing design ideas, and performing client sales and service.
* Responsible for direct client sales, organizing promotional events and merchandizing.
* Conducted staff training and evaluation.
* Ensure that deadlines, budgets and objectives are achieved.
* Saved the company’s money by negotiating better deals with suppliers.
* Negotiated pricing of annual purchases.
* Maintaining supplier contracts, agreements, goods quality assessment.

**OTHER SKILLS** * Credentials also include hand on skill knowledge on the latest windows applications including MS office
	+ Word/Excel/PowerPoint
* QuickBooks accounting Edition
* ERP Tally, Peachtree and Internet Access Outlook.
* Bilingual in English, Arabic, Tamil and Hindi languages.
* Fluent in spoken Arabic .
* Specialized in customs clearance. Mirsal II.
* Valid UAE Driving License.

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