**RESUME**

**Profile Summary**

**Experienced Store /Purchase Officer seeking a solid career in Stores and Purchase (operations)**

**field that offers extensive exposure to develop capabilities. Well organized and self-motivated team player with excellent communication, analytical, critical thinking, coordination, problem solving, and time management skills.**

**Objective**

**Seeking a strategic role to apply my skills, abilities and experience in Stores, Purchase & Marketing (operations) or other related jobs.**

**Profile In-Brief**

* **Having 13 years’ experience in Stores and Purchase in Dubai & Oman**.
* **Expert in operations related to marketing department.**
* **Experienced in stores and other related office operations.**
* **Well disciplined & patient/ possess excellent planning and co-ordination skill.**
* **Excellent in decision-making and has strong sense of responsibility.**
* **Positive attitude with organizational, analytical and problem-solving skills.**

**Work Experience**

 **July’2015-till date : Alisco Strong Plant Trad. & Cont. LLC Oman**

 **Ware house In charge**

 **Mar’2014- Nov-2014**  **: Grand Plumping and Electrical Pariyaram, India**

 **Stock controller**

 **Dec’2012- Feb-2014** **:**  **M/s Desert Line Projects LLC, Oman**

 **Senior Store & Purchase Officer**

 **Nov’2008 – Aug-2012 :**  **M/s AL Jasrah Contracting & Al Meezan Clearing U.A.E**  **Asst: Purchase Officer/Coordinator**

 **Mar’2001 – April’2008** **:**  **M/s United Foods Company, U.A.E**

   **Store Keeper & Marketing Asst.**

**Job Description:**

**1. Around Five years of experience in Construction Companies- Purchase & Stores Department.**

\* Purchasing goods like Steel, Cement, Concrete, Bitumen, Spare Parts, Pipes and other civil & Pipe line related materials with competitive price as per the requirements of Project Site.

\* Receiving material requisitions from various Project Site, sending enquiries and obtains quotations from various suppliers and making Comparative statement and issuing LPO accordingly.

\* Obtain quotations and negotiate for the best price and prompt delivery

\* Coordinate warranty claims and service requests

\* Prepare the purchase order or service order

\* Monitor and address supplier delivery performance

 \* Coordinating with Project Team and taking information of the material required at Project site.

\* Provide other administrative support as required to the Project team.

\* Coordinating with Store & Plant department and ensuring the material delivered at Project site on time.

\* Follow-up delivery of orders

\* Update and maintain records and files as necessary

**2. Around 8 years of hard–core experience in a Food Production Company –Stores Department**

\* Material planning and stock control based on sales orders, past orders and monthly requirements.

\* Warehousing and generating inventory reports and reports for venders.

\* Independently handling inventory and store activity.

\* Maintain accurate stock records, to provide sales support by preparing monthly sales report.

\* Transport management, Upload data to warehouse & store.

\* Ensuring all the goods are packed in good condition while dispatching and it’s handed over to transporter in good condition to avoid any pilferages in transit.

\* Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.

\* Maintains the warehouse, records area and stores area in a neat and orderly manner.

\* Making of proper Codification, Grouping, and Sub-grouping of items.

\* Maintenance of Card ex & Bin Card.

\* Interact with Purchase dept. for pending PO/LIP’s

\* Coordinating with Factory Commercial Department (Accounts & Purchase)

\* Daily feeding of invoice vouchers & receipts by manually and though computer.

\* Store reconciliation & Making Physical verifications by regular intervals

\* Space management & stock taking.

\* Taking care of customers related problems and solve them by providing better Services.

**Academic Qualification**

 B.com : Calicut University

 Pre-Degree : University of Calicut, Kerala, India

 S.S.L.C : Kerala Board of Education, India

**Computer Skills**

 Packages : MS Word, Excel

DBS software’s: De-base, Oracle, Tally, Contra man

**Personal Details**

 Nationality : Indian

 Date of Birth : 13th Oct 1978

 Marital Status : Married

 Language : English, Hindi, Malayalam



**Gulfjobseeker.com CV No:** **1483116**