

Whats app Mobile:+971504753686

 Gulfjobseeker.com CV No:1573032

E-mail: gulfjobseeker@gmail.com

**Career Objective:**

To work in competitive and challenging environment, where I can apply my analytical and technical skill to attain an optimum perfection for the development of the company as well as my career.

**Educational Qualifications:**

* MBA (Finance and Marketing) from Dhanalakshmi Srinivasan Engineering College Perambalur, Trichy,

Anna University, Chennai, June 2007. (72% Marks)

* BBM ( Finance ) from MIC Arts & Science College, Kasaragod, Kannur University April 2005 (70% Marks)

**Project Undergone:**

* A Study on Asset Liability Management in “SOUTH INDIAN BANK LTD, HEAD OFFICE THRISSUR.”-KERALA
* An Organization Study at “KERALA ELECTRICAL AND ALLIED ENGINEERING COMPANY LTD. KASARAGOD”- KERALA
* Management of Funds in “KASARAGOD DISTRICT CO-OPERATIVE BANK LTD. NO. 4367”

**Computer Proficiency:**

* MS-OFFICE, Tally, Basic knowledge in C++, Oracle, Visual Basic.

**Professional Experience:**

**1) Working as a “Materials Purchaser & Logistics Executive” in M/s Joannou & Paraskevaides (Overseas) Ltd. Amman, Jordan, since 27 May 2008.**

J&P is a well known international contractor undertaking high profile construction projects funded by governmental and international bodies. J&P has a strong presence in the international construction sector and has active projects around the world. In Jordan J&P is the main Contractor & Share holder of the Consortium for the 25 year US$700 million QAIA Rehabilitation and expansion BOT project .J&P is Hosting all his partners & subcontractors (Louis Berger Group, Foster + Partners, Aeroports De Paris, Maisam Architects & Engineers, A&P, Shenyang Yuanda Aluminum industry Engineering, pterisglobal, Energy International, SITA) in its Airport Site office.

**JOB PROFILE:**

• Getting purchase requisition in the form of Indent from Materials store and user departments for all kind of material-direct/indirect/capital.

• Preparing enquiries and sending to suppliers for quotation.

• Techno-Commercial negotiation with the supplier.

• Preparing comparison of quotations by covering all aspects like price, taxes, delivery, payment term, freight, insurance etc. for ease in finalizing the order.

• Preparing purchase orders.

• Prepare and maintain all documents/Forms required for material movement.

• Regular follow up with vendor to get the material on time.

• Responsible for the quality of incoming materials.

• Checking of all the invoices with the purchase orders and forward to the accounts department with all the supportive documents.

• Strong Co-ordination with other departments to ensure smooth functioning of department and development of organization.

• Good Co-ordination with stores to control inventory and check on vendor’s quality.

• Development of new vendors to reduce cost & time of delivery.

• Procure materials from Manufacturers, Authorized Stockists & dealers to avoid duplicity of material and purchase best quality & original materials only.

**Material importation:**

• Preparing the documents to ministry of transport to obtain tax exemptions from the customs for the Tax exempted materials.

• Preparing the documents to Ministry of Transport to get temporary entry approval for the temporarily using materials in the project i.e. Moulds, Tools, Machineries, etc

• Preparing and Forwarding the Shipping documents to clearing agent i.e. original invoice, packing list and Airway Bill or Bill of Lading etc

• Co-ordination with clearing agent for clearance of the shipment in time.

 **Re- Exportation:**

• Co-ordination with plant department and clearing agent for exporting used/temporarily imported materials and machineries.

• Preparing export documents, i.e. Invoice, packing List, etc and forwarding to Ministry of Transport to get supporting letter addressed to Customs Department.

• Forwarding the Documents with supporting letter to the clearing agent to get export Approval from the Customs

• Co-operation with the Plant Department and Clearing agent to Re-export the Goods.

**2) Worked as a “SENIOR EXECUTIVE IN PUBLIC RELATION” in MiDET Institute of Engineering & technology, Vatakara, Kerala from 1st Aug 2007 to 31st Jan 2008.**

**JOB PROFILE**:

• Responsible for assisting the Candidates & Parents for the awareness of the course details.

• Responsible for Conducting Seminar Programs and other industrial visits to factories.

• Responsible for taking decision for the student’s complaints & suggestions.

**Languages Proficiency:**

* Read: English, Malayalam, Hindi and Arabic
* Write: English, Malayalam, Hindi and Arabic
* Speak: English, Malayalam and Hindi.

**Personal Details:**

Age, Date of Birth : 31 Years, 11th June 1984

Sex : Male

Marital Status : Married