**First Name of Application CV No 1637436**

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***PURCHASER / ADMINISTRATION***

**OBJECTIVE:-**

Looking for an opportunity in your esteemed organization where I can apply my knowledge and skills towards the profitable growth of the organization and enrich myself with qualitative experience.

**TOTAL WORK EXPERIENCE 6.5 YEARS**

* **6 months PURCHASE OFFICER/ADMINISTRATION** (FROM SEPT.2015 TO PRESENT)at AL BAHAR CRUSHER & KASER AL BAHAR TILES INDUSTRY, FUJAIRAH.
* COMPANY PROFILE:- “**AL BAHAR CRUSHER**” is famous for the production & supply of LIMESTONE aggregates in the UAE and export to other neighbor countries.
* JOB PROFILE:-
  + Forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels;
  + conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality
  + Prepare and issue purchase orders in accordance with selected suppliers
  + Producing reports and statistics using computer software
  + Processing payments and invoices;
  + Staying alert of changing market condition & adopt best practices as appropriate.
* **3 years purchase officer cum administration OFFICER (**From Aug. 2012 to aug. 2015) at EVERSHINE STEEL INDUSTRIES LLC, Al Ghail Industrial Park (RAK INVESTMENT AUTHORITY), Ras Al Khaimah.
* COMPANY PROFILE:- “**Evershine Steel Industries llc & California Scaffolding & Formwork Factory RAK llc”**, expert in the work of Fabrication, Formwork, Scaffolding, Shot blasting, Machining, engineering, sale/purchase of scaffoldings accessories etc.
* JOB PROFILE:-
  + Work on purchase requisitions for all stocked items that are at minimum or below record point.
  + Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them
  + Thorough knowledge of store, stocks and inventory procedures and controls including inventory control system & procedure
  + Ensure stores records are accurately maintained and up to date.
  + Administrative task such as payroll, salary record keeping, phone & email communication, filling and database management.
  + Arrange Accommodation & Transportation for clients, staff & labours.
* **3 years PURCHASE OFFICER** (Feb 2008 to Feb 2011)at COMMANDER SHIP REPAIR & MARINE ENGG. SERVICES, Sharjah.
* COMPANY PROFILE**: -“Commander Ship Repair & Marine Engineering Services**" specialist in the work of Marine Engineering, Offshore, Marine oil field, Ship repair, maintenance dies & tool rooms, electrical, fabrication, and Import-Export of steel products etc."
* JOB PROFILE:-
  + Send Enquiries for local & international suppliers.
  + Review vendors and supplier’s Quotations to determine best price and delivery time, payment terms and quality.
  + Ensure the procurement of required products and items at the best possible rate without compromise on quality.
  + Negotiate the Price, Payment terms recommendation to management for approval.
  + Prepare and issue purchase orders in accordance with selected suppliers.
  + Occasionally attending networking functions, expos and trade shows.
  + Verify all invoices received from suppliers & ensure prices are correct as per LPO.
* **SKILLS:-**
* Strong Negotiation, Presentation & Communication skill.
* Ability to make important decisions and cope with the pressure of demanding targets and tight deadlines
* Ability to gather data, compiles information, and prepares reports.
* A good standard of numeracy in order to analyses facts and figures
* Able to work independently & with a team.
* Computer Awareness→ Having good command on MS-Excel, MS-Word, Power Point & Other Software’s (1 YEAR DIPLOMA IN COMPUTER APPLICATION)
* **ACADEMIC CREDENTIAL:-**
* Bachelor of Arts from Punjab University, Chandigarh. (2000-2003)
* Master of Arts from Punjab University , Chandigarh. (2003-2005)
* P.G.D.C.A. from Punjab University, Chandigarh. (2006-2007)

(Post Graduate Diploma In Computer Application with computer based Accounting)

* **TECHNICAL CREDENTIAL:-**
* Tally from “Write Step Computer Centre” (Regd), Jalandher City, Punjab.
* C Programming Language Course from NIDDS, Hoshiarpur, Punjab.
* Have taken Civil Defense Training (firefighting, first aid) from GOVT OF RAS AL KHAIMAH CIVIL DEFENSE AUTHORITY.
* Have taken Training for ISO AWARENESS 9001-2008, 5s, INTERNAL QUALITY AUDITORS TRAINING, EMS (Environment Management System) & OHSAS (Occupational Health & Safety Management System) from AL OSTOORAH MANAGEMENT CONSULTANTS,U.A.E.
* **PERSONAL DETAILS:-**

Date of Birth & Oth. : 20th Feb., 1983

Language Known : English & Hindi (Arabic Speak only)