# CURRICULUM VITAE

**CAREER OBJECTIVE**

To secure a challenging position to utilize my organizational skills, educational background, and ability to fit into an organization. Providing a high level of customer service and consistently assumes responsibility to complete tasks within time both independently and on team.

**PROFILE SUMMARY**

* Accented with the latest trends and techniques of the field and, having an inborn quantitative aptitude & determined to carve a successful and satisfying career in the industry.
* Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism.
* Possess excellent leadership & people management abilities.
* The ability to communicate clearly and effectively to deal with all levels of customers.
* Good team player & ability to maintain good relationships with seniors, subordinates, customers.

**STRENGTHS**

* Excellent Interpersonal and applicant assessment skills.
* Ability to Develop, Propose and Implement Strategies and Plans.
* Strong convincing skills.
* Sound knowledge of Accountancy applications.
* Good analytical skills.
* High on energy & versatile

**ACADEMIC CREDENTIAL**

**MBA : HUMAN RESOURCE MANAGEMENT & MARKETING MANAGEMENT, BANGALORE UNIVERSITY, KARNATAKA, INDIA (2013)**

**B COM : CALICUT UNIVERSITY KERALA,INDIA (2011)**

**CLASS XII : BOARD OF HIGHER SECONDARY EXAMINATION GOVT. OF KERALA INDIA (2007)**

**CLASS X : GENERAL EDUCATION DEPARTMENT, GOVT. OF KERALA, INDIA (2005)**

**WORK EXPERIENCE**

**PROCUREMENT EXECUTIVE:-** PROTEC GROUP OF COMPANIES, RAS AL UAE, since December 2014 to till date.

**RESPONSIBILITIES:-**

* Negotiating price and terms of products with suppliers to meet and outperform individual project requirements.
* Managing, developing & improving the purchasing team.
* Reviewing all contracts/agreements to achieve ‘best price/best quality’ purchasing.
* Preparing & processing requisitions, purchase orders & invoices for purchases.
* Maintaining records of supplier contracts, agreements, goods ordered received.
* Managing vendor relationships and building effective supply chain partnerships.
* Keeping track of inventory, reducing inventory by a substantial amount to reduce wastage & cut costs.

**EXTRACURRICULAR ACTIVITIES**

* Having speedy action and scientific approach, hence immediate solutions to the problems.
* Highest level of professionalism.
* Participated and won Prizes in college Level, football Match.

**COMPUTER PROFICIENCY**

Good knowledge of MS-Office Products and Internet

**PERSONAL DETAILS**

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| Languages | * English, Hindi, Malayalam, Tamil and kannada
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|  Date of birth | * 21/05/1990
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|  Sex | * Male
 |
|  Place of birth | * Vellamunda kerala
 |
|  Nationality | * Indian
 |
|  Marital status | * Married
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**First Name of Application CV No: 1656564**

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