##### Subject:

Seeking for a job as a Purchase Officer in UAE.

##### Career Objective:

To give my level best to the institution I work with. To work with the organization that provides a friendly environment with good career opportunities. My objective is to learn all the aspects of my job in an organization and to enhance my skills

##### Personal Profile

**KEY SKILLS-**

**For Purchase management**

* Handling More than 50000 SKU’s which Mainly Includes the following : Hardware, Plumbing ,Consumables, Electrical, Fabrics and Shades, Servicing and Purchase of Safety items required for Factories Site’s and Projects.Maintenance of heavy duty Machineries, Rental Hiring and Purchase of Heavy Duty Machineries, Scaffoldings, Generators, Lifting Machinery and appliances.
* Setting up the weekly, monthly, quarterly procurement plan.
* Procurement of raw material from national and international market.
* Development of alternative local sources for imported raw materials which helps in cost saving.
* Purchasing machines with improved technology to increase production.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Inviting and allotting tenders.
* Liaison with the production department to maintain optimum inventory.
* Liaison with finance department for timely payment of bills.

**For Vendor Development**

* Effective management of vendor database.
* ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
* Development of new vendors.
* Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Timely clearance of payments & handling vendor inquiries.
* Running programs to evaluate vendors based on the feedback from internal stake holders.
* Developing reports on various programs run for vendor development for top management.

**For Stores Management**

* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.

Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores

##### Educational Qualifications:

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| --- | --- | --- | --- | --- |
| **Degree** | **Institute / University** | **Year** | **Percentage**  **(%)** | **Class** |
| **DIPLOMA IN MECHANICAL ENGG** | **MSBTE** | **2013** | **65.79** | **FIRST CLASS** |
| **S.S.C** | **MSBSHE** | **2009** | **76.46** | **DISTNCTION** |

OTHER QUALIFICATIONS:

##### Passed ms-cit with 64 %

##### Passed tally with a+ grade

##### Msoffice (word,excel,Powerpoint)

##### One day traningprogramme in rashtriya chemical and fertilizers limited,chembur,mumbai 400074

**PROFESSIONAL EXPERIENCE:**

**Period:** August 2015 till present

**Designation: Purchasing Officer.**

**Period:** November 2014 till August 2015

**Designation:** Purchase Executive.

**Period:** June 2013 to September 2014

**Designation:** Purchase Executive / Technical Assistant.

* **My responsibilities as a Purchase Officer included** :
* Analyzing the Purchase Enquiry received from the Store on Daily Basis.
* Floating enquiries to the vendor for quotation,
* Making Cost Comparison as per quotation received.
* Negotiating with vendors on Price, payment and delivery terms w.r.t Quality and Quantity of material Required in Store, Factories and Sites.
* Coordinating with the suppliers and Stores for the Hassel free delivery of the materials to the store and factories.
* Maintaining RFQ record book in excel for Track of each PR’s and LPO generated and status of the same.
* Maintaining Vendor List both Local and international Markets.
* Maintaining Saving List w.r.t to the negotiation made with the suppliers on quotation received for the respective material on basis of quantity and quality of the material.
* Following up with accounts for timely payments to avoid any issues with deliveries of the materials.
* **Accomplishments**:
* Capable of handling more than 50000 SKU’s
* Have a keen knowledge about the List of material handling listed above.
* Vendor development both Dubai and International markets.
* Able to work under high pressure.

|  |  |  |
| --- | --- | --- |
| Gender | **:** | Male |
| Marital Status | **:** | Single |
| Nationality | **:** | Indian |
| Language Known | **:** | English(Expert), Hindi, Urdu, Marathi,Arabic(beginner) |
| Interests | **:** | Reading newspaper and listening Indian music playing Snooker. |
| Soft Skills | **:** | Friendly, Reliable, cheerful, Helping etc. |
| Specialty | **:** | Communication and negotiation skill, Excellent interpersonal skill, Enjoy working in dynamic circumstances. |

**First Name of Application CV No:** **1705776**

Whatsapp Mobile: +971504753686

