## PROFESSIONAL SUMMARY OF

# **Jasmine Jixon**

**DOB: 09th Aug 1986**

### Summary of Skills

* Highly competitive self starter
* Organized, disciplined, and
* goal-oriented.
* Excellent communication skills
* Ability to work with people of diverse backgrounds.
* Resourceful and committed
* Versatile and adaptable
* Building and leveraging relationships
* Analytical skills

**Career Objective**

To be a part of an organization where I can utilize my technical skills, innovative ideas and leadership abilities in the most proficient manner and gather knowledge to build my career

**Experience Summary:**

* **Oil & Gas Supplies & Services FZE,**

**Dubai & Sharjah**

* **Raffeal Energy FZE, Sharjah**

**(Oilfield & Drilling Essentials Supply)**

* **Hykon Industries Pvt. Ltd, Kerala**

**COMPUTER SKILLS**

* **Platform : Windows**
* **Package: MS Office**
* **Language : C, C++, Visual Basic, Core Java**
* **Data base : Oracle 10g**

PROFESSIONAL QUALIFICATION

* **Graduation in Electronics & Communication**

**Engineering. (A.M.I.E) (2007-2009).**

* **Diploma in Electronics Engineering.**

**(2004-2007).**

WORK EXPERIENCE

**, Dubai & Sharjah**

**Post: Procurement Cordinator**

**(May 2013 – April 2016)**

* Responsible for identifying vendors as per their capability of supply.
* Assess vendor’s quotations and product specifications to ensure that it matches the requirements and forward to the senior procurement coordinator
* Discusses with vendor to obtain product information such as price and availability.
* Perform effective web and telephonic enquiry towards specific suppliers for the acquisition of quotation
* Conducts efficient negotiations with foreign and local suppliers on material requirements to obtain competitive prices.
* Strict principle in meeting end user’s deadline.
* Responsible for carrying out proper feedback with regards to unconsidered quotations as per management’s decision.
* Manages purchasing cycle including request for quotation, PO creation for the vendor and clients, PO follow up and Proforma Invoice follow up.
* Continuously establish a database filled with various suppliers that focuse in the oil and gas industry.
* Associates with suppliers to resolve missed deliveries, short shipments and pricing discrepancies.
* Consistent improvement and preservation of relationship with suppliers.
* Provides support to colleagues with regards to requisition, quotation assessment and enquiry distribution
* Attends meetings with Vendors to discuss product and company profile of each parties

**Raffael Energy FZE, Sharjah (Oilfield & Drilling Essentials Supply)**

**Job: Sales Coordinator/Procuremet Coordinator**

(October 2011 – April 2013)

***Roles and Responsibilities:***

* Interacting with clients with respect to business development.
* Day to day administration works.
* Preparing Quotations, Purchase Orders , Delivery Notes and Invoices.
* Co-ordinating delivery, confirming delivery with clients and supplier.
* Attending Telephone calls.
* Draft letters & reports on behalf of the company.
* Receiving requests for sales quotations and processing of customer order according to requirement.
* Maintain and control confidential files and records.
* Finding new suppliers.
* Sending sales inquiries to different suppliers.
* Analyzing and updating the customer accounts.
* Purchase price negotiation with supplier.
* Follow up client’s for their feedbacks.
* Co-ordinate with different shipping companies for import/export jobs.
* Preparing shipping Documents for exports.
* Handling company accounts and petty cash.
* Ensuring that internal policies, procedures, and compliance regulations are met.

**Hykon Industries, Kerala**

**(2010 Jan -2010 June)**

***Roles and Responsibilities:***

* Determine the quality of the products.
* Final inspection of products inverters and UPSs.
* Detection of system failure and servicing it.

**Job Seeker First Name / CV No: 1798104**

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