

Contact HR Consultant for CV No: 304457

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**Career Objective.**

Seeking a reasonable position in **Purchasing Department** of a reputed and dynamic organization of outstanding team players that provide unmatched opportunity for effective demonstration of one’s knowledge, skills and abilities for making company’s mission and future vision a reality.

**Profile.**

**Current Position** **Purchase Officer (Feb, 2006 Onward) In JC Maclean International FZCO, Dubai**

**Industry:** **Interiors Furnishing + Joinery + Building Materials**

**Responsibilities:**

Following are my duties to discharge with reporting to Purchase Manager:

* Active member in implementation of Purchase Module in ERP;
* Handling Purchase Module in discharging purchasing functions;
* Receiving Purchase Requisitions from Stores with minimum & maximum stock report;
* Co-ordination with QS, Procurement, Project Manager, if needed, before initiating purchasing process;
* Maintaining list of suppliers and finding new suppliers offering best prices for materials in need;
* Completing process of sending enquires, getting quotations and loading in ERP;
* Negotiating with suppliers for required quality, quantity, material availability, price, payment terms and delivery schedule of the materials;
* Making comparison of prices from different suppliers and issuing purchase order;
* After sending the purchase order to the supplier to inform the Store, Quantity Survey Department, related work’s manager and project manager;
* Providing the complete information to the Accounts Department for payment term of supplier;
* Following up the Issued Purchase Orders with suppliers till delivery;
* Ensuring the delivery of material as per required quality and quantity within the lead time;
* Co-originating Accounts Department & Supplier for payments;
* Making sure all purchase procedure as per company policies;
* Keeping and maintaining the all records of purchases in ERP system;
* Coordinating with Logistic department regarding transportation of ordered Material;
* Coordinating with Custom department regarding Incoming Material from in Free Zone

**Position : Store Keeper & ERP Data Entry Operator (June 2005 to December 2008) Employer : In JC Maclean International FZCO, Dubai**

**Responsibilities:**

Following had been my duties to discharge with reporting to Inventory Controller:

* On Daily Basis Receiving of the Material Requisition from Different projects and Production.
* Issuing the Material on the behalf of Material Requisition by Store Issue Voucher.
* On Daily basis Making the Purchase Requisition for LPO “ Purchase Order” and handover to the Purchase Department
* Receiving The Material from Different Supplier with complete supporting documents and the same time entering in the ERP System “Store Receipt Voucher.
* On daily basis receiving the Delivery notes from sites and same documents entering in the ERP system “ Site Store Receipt Voucher”
* Responsible all kind of levels including Minimum, Maximum, Danger, re-order level, EOQ and lead time after taking into consideration risks of obsolescence, deterioration and variations.
* Presenting all kind of reports including: IN/OUT, Consumption and Stock Ledgers &physical stock taking reports to Store Manager on daily, weekly & monthly basis.
* Controlling material IN/OUT movements at gate. Repotting the Receipt of all kind of materials and their issuance work order wise, Project wise & Job Order Wise.

**During my tenure with “JC Maclean International FZCO” I worked successfully with below projects,**

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| --- | --- | --- | --- |
| JW Marriot Hotel “Running” | Nation Tower “Running” | Rose Wood Hotel Abu Dhabi. |  |
| **Project Value: 220.00 Million** | **Project Value: 175.00 Million** | **Project Value: 85.00 Million** |  |
| Palm Jumeirah Dubai. | Vision Tower Dubai. |  | Down Town Jebel Ali |  |  |
| **Project Value: 240.00 Million** | **Project Value: 75.00 Million** | **Project Value: 110.00 Million** |  |
| Hilton Hotel Riyadh, KSA | **Project Value: 125.00 Million** |  |  |  |  |
| **(1)** | Zayed | University Dubai. | **(2)** Media City Hotel Dubai. | **(3)** | Sama Dubai Bldg- I & II. | **(4)** | Bavaria Hotel | Dubai. |
| **(5)** | World | Sales Centre Dubai. **(6)** Business Bay Hotel. | **(7)** | Kris Kin Hotel, Karama. | **(8)** | Reef Tower, | Dubai. |
| **(9)** | Sheikh Sultan Palace. **(10)** | Mushrif Palace, Abu Dhabi. **(11)** | HH Crown Prince Diwan Palaces, Abu Dhabi. |  |
| **(12)** | Le Royal Meridian Hotel Abu Dhabi. **(13)** Al Fattan Beach Villa Abu Dhabi. **(14)** Ahmad Al Swaidi Villa, Abu Dhabi. |
| **(15)** | Ajay Bhatia Villa, Emirate Hills, Dubai. **(16)** Badar Rawas Villa, Abu Dhabi. **(17)** Ahmad Al Khouri Villa, Abu Dhabi. |
| **(18)** | Dubai Cricket Stadium, Dubai. **(19)** Villa of Sheikh Hussain Al Moalla, Umm al Quwain. **(20)** | Capital Plaza Abu Dhabi. |
| **(21)** | Corp Executive Hotel “Crystal Tower” Dubai. **(22)** Ahmad Khouri Villa – Abu Dhabi. |  |  |  |
| **(23)** | Tawfeeq Mubarak Villa – Abu Dhabi. **(24)** Crown Prince Court – Abu Dhabi. |  |  |  |

**Projects Value: 400.00 Million.**

**ACADEMIC QUALIFICATION:**

**Bachelor of Arts Degree:** University of the Punjab, Lahore, Punjab, Pakistan.

**Higher Scudery Certificate:** Board of Intermediate & Secondary Education, Gujranwala, Punjab, Pakistan.

**COMPUTER SKILLS:**

Windows 2000 Professional and Windows XP with related software including MS Office (MS Word, MS Excel, MS Power Point, MS Outlook, MS Visio, Auto Cad).

**OTHERS CERTIFICATE:**

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| Auto Cad | London Information & Technology Institute | 2008 |  |
| Auto Cad | Institute of Lahore Edge System | 2007 |  |
| Adult First Aid, CPR, and AED (American Safety & Health Institute) | 2008 |  |
| **COMMUNCIATION SKILLS : Can speak excellent English & Urdu** |  |  |
| **PERSONAL DETAILS:** | 08 May 1984 |  |  |
| **Date of Birth:** |  |  |
| **Religion:** | Islam |  |  |
| **Marital Status:** | Single |  |  |
| **Nationality:** | Pakistani |  |  |
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