

Contact HR Consultant for CV No: 318489

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**OBEJECTIVE:**

Aspire to work in a challenging environment as a Purchase Supervisor, where I can

Skilfully utilize my educational and professional experience in benefiting the organization.

Willing to move various places in order to achieve the desired result and complete work experience.

**CAREER HISTORY:**

**Shoezies Trading L.L.C,***DUBAI*

**Date:** June, 2013- Present

**Job Title:** Purchase Supervisor

**RESPONSIBILITY:**

* Analyzing consumer buying patterns and predicting future trends.
  + Regularly reviewing performance indicators, such as sales and discount levels.
  + Selected products and researched market regarding suppliers – Studied market for availability of products and ordering information
  + Managing plans for stock levels.
* Reacting to changes in demand.
* Meeting suppliers and negotiating terms of contract.
* Maintaining relationships with existing suppliers and sourcing new suppliers for future products.
* Liaising with other departments within the organization to ensure projects are completed.
* Participating in promotional activities.
  + Writing reports and forecasting sales levels.
  + Presenting new ranges to senior retail managers
  + Liaising with shop personnel to ensure supply meets demand
  + Getting feedback from customers

**Repute InfoTech & Enterprises Pvt Ltd*,*** *Chennai ,INDIA*

**Date:** December 2010 – October 2012

**Job Title:** Purchase Coordinator

**RESPONSIBILITY:**

* + Administer contracts for major purchases
  + Organized distribution flow of incoming and outgoing stocks
  + Procured all materials necessary to support the manufacturing schedule on a timely basis, negotiating favourable contracts with key suppliers.
  + Drove cost reduction activities and maintained purchasing documentation.
  + Ensured stock inventory levels were maintained to adequately meet operation needs.
  + Participated in the development and implementation of departmental policies and procedures.
  + Expedited purchase orders by identifying and resolving vendor or shipment problems.
  + Maintained operating files of departmental information and prepared related reports.
  + Researched product market information relating to equipment and supply purchases and monitored delivery schedules to insure material arrived on time.
  + Advised and coordinated with other departments throughout the company regarding purchasing projects and potential bids.

**EADUCATION:**

* Master degree in Business Administration (MBA), 2011

University of Madras, Tamil Nadu, India

* Bachelor degree in Science(B.Sc), 2008

Bharathidasan University, Thanjavur, India

**SOFTWARE PACKAGES:**

Operating System : MS Window 95/98/2000/Xp/Vista/7

Statistical software : MS-Excel

**TRAITS / SKILLS:**

* + Developing value added supplier relationships and practices.
  + Strong negotiating skills.
  + Confident and Energetic
  + Ability to work under pressure
  + Ability to communicate effectively in English
  + Short hand Type writing (Distinction)

**PERSONAL INFORMATION:**

Date of Birth : 02.04.1988

Gender : Male

Nationality : Indian

Religion : Islam

Marital Status : Married

Driving License : Light vehicle

Visa status : Employment

Languages Known : English, Hindi, and Tamil.

Yours sincerely