**Stephen**

**Stephen.327924@2freemail.com**

**PROFILE:**

Qualified & Experienced in Purchasing, with progressive experience in working on various types of projects and coordination with engineers.

Possess expertise in negotiation and communication skills. Highly motivated and dynamic team player

Thorough knowledge and experience in SAP MM module

* 11 years of strong experience as a Buyer in Procurement.
* Industries worked in –Construction, Interior and Pharmaceutical industry in UAE & India.

**WORK EXPERIENCE:**

## **ENGINEERING OFFICE, DUBAI, UAE**

Job Title: Officer-Purchase Period: 19th Feb 2012 till 23rd Nov 2016

**Duties and Responsibilities:**

(Handled Civil, Electrical, Landscape & Irrigation, AVTV, IT, Printing & Stationery & Pantry sections)

* To review & process Material Requests
* Interacting & coordinating with the End User about their requirements.
* Preparing RFQ’s, Comparison Statement, negotiating with the suppliers, preparing PO’s, checking for Suppliers, Manufacturers & Sole Agents
* Adhering to company policies & procedures regarding quality, price and delivery & checking technical specifications wherever applicable.
* Constantly updating Vendor’s master file and sourcing for new suppliers in order to maximize choice and to enhance business value to the company.
* Liaising with Finance for timely vendor payment.
* Reporting directly to Head of Procurement.

## **ENGINEERS OFFICE, DUBAI, UAE**

Job Title: Buyer Period: 7th Mar 2006 till 31st Oct 2010

**Duties and Responsibilities:**

(Handled Civil, Electrical, Landscape & Irrigation, AVTV, IT, Printing & Stationery & Pantry sections)

* To review & process Material Requests
* Interacting & coordinating with the End User about their requirements.
* Preparing RFQ’s, Comparison Statement, negotiating with the suppliers, preparing PO’s, checking for Suppliers, Manufacturers & Sole Agents
* Adhering to company policies & procedures regarding quality, price and delivery & checking technical specifications wherever applicable.
* Constantly updating Vendor’s master file and sourcing for new suppliers in order to maximize choice and to enhance business value to the company.
* Liaising with Finance for timely vendor payment.
* Reporting directly to Head of Procurement.

**AL HABTOOR ENGINEERING L.L.C., DUBAI, UAE**

Job Title: Purchase Assistant Period: April 1999 to February 2006

**Duties and Responsibilities:**

Al Habtoor Engineering (Construction Division) from April 1999 to February 2002 & Al Habtoor Interiors (Division of Al Habtoor Engineering) from March 2002 to February 2006)

* To process Material Requests in coordination with the Stores
* Sending enquiries, receiving quotations, preparing comparison sheet, Lpo’s

follow-up with suppliers regarding delivery

* Maintaining and updating database of suppliers
* To maintain the stock level in coordination with Stores
* Any other work assigned by Purchase Manager

**M/s. ESSCHEM PVT LTD., MUMBAI, INDIA**

Job Title: AdministratorPeriod: February 1995 to April 1999

**Duties and Responsibilities:**

* Daily routine works including administration, Housekeeping, dealing with local

government bodies and overall supervision of the office.

**M/s. EUPHARMA LABORATORIES, MUMBAI, INDIA**

Job Title: HR AssistantPeriod: June 1992 to October 1994

**Duties and Responsibilities:**

* Preparing attendance report, time sheet and any other work related to Human Resource

**M/s. TWO STAR , MUMBAI, INDIA**

Job Title: AdministratorPeriod: April 1991 to May 1992

**Duties and Responsibilities:**

* Daily office routine works like filing, typing and any other job assigned by the

Owner

**EDUCATIONAL QUALIFICATIONS:**

Graduated in Bachelor’s in Commerce from Bombay University, India

**SPECIAL SKILLS:**

* Knowledge in Microsoft Windows Package, Internet, Networking & FoxPro.
* Well versed in SAP MM Module