**Curriculum Vitae**

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**Ali**

**Ali.333146@2freemail.com**

**Career Objective:**

Seeking challenging career to get a position of responsibility, using my professional skills and efficiency to communicate my ideas and views and commit myself for achieving organizational objectives with the team effort and my positive attitude and performance.

**Academic Education:**

**UG Degree Course**

Bachelor of Business Administration from The New College, Chennai - 2010 to 2013

**High School**

Commerce from St. Sebastian Matriculation Higher Secondary School, Chennai - 2008 to 2010

**Technical Qualification:**

MS Office - (Proficient in Excel and Microsoft Word) & Outlook

Type Writing - 40+WPM

**Expertise:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Subcategory** | **Ability** | **Experience** |
| Procurement, Log. & Store | Procurement officer | Experienced | 2.4 years |
| Trainer | Trainer Support | Experienced | 3 months |
| Operations | Data Collection Executive | Experienced | 5 months |

**Personal** **Key Skills and Abilities:**

* Strong negotiating skills.
* Proficient in taking cost reduction procurement initiatives.
* Skilled in preparation of procurement orders and processing of relevant transactions.
* Material Management & relevant documentation.
* Ability to work under pressure

**Work Experience:**

M/s. Shaddan Trading Company, Saudi Arabia

**Worked as Procurement Officer** (From May 2014 to September 2016)

**Project Handled:**

**Project Name:** King Fahd Medical City, Riyadh. (Project Value 25million SAR)

**Client:** Ministry of Health.

**Project Name:** Ummul Qura University, Makkah (Project Value 20million SAR)

**Client:** Ministry Of Education.

**Responsibilities:**

* To perform and manage all activities involved in the purchase of materials from local/overseas sources as per the Company’s procedures and method.
* To maintain continuous business relationship with local and overseas suppliers.
* To identify correct sources for material procurement.
* Carryingout effective price negotiation, payment terms & delivery on the basis of comparative statement.
* To effectively plan and monitor purchase in conformance to the specific project requirement within time, cost and quality.
* Continuously sourcing and prequalifying potential suppliers as well as developing and maintaining their databank.
* To conduct and authorize rate negotiations in respect of all the materials.
* Follow up of process from issue of purchase order, delivery of material, provision of MTCS, and acceptance of material, to release of payment to suppliers.
* Preparing Commercial Invoice and Invoice for Project after FIR approval from Site.

M/s. Locon Solutions Pvt Ltd, Chennai, Tamil Nadu - India

**Worked as an** **Data Collector Officer** (From September 2013 to February 2014)

**Responsibilities:**

* Manual sourcing of new customers for online listings.
* Communicating with customer and briefly explaining about the services provided by company.
* Manual and application (App) data entry (filling form) about the property for rent/sale.
* After completing all appointments should report to office, submit the forms and photos to quality team to update online.

M/s. Locon Solutions Pvt Ltd, Chennai, Tamil Nadu - India

**Promoted as an** **Trainer Support** (From February 2014 to May 2014)

**Responsibilities:**

* Should be present in interview with the trainer and HR.
* Have to train newly selected candidates about photo, data filling manual/app and communication with customers.
* Should monitor both old and new employee’s performance.
* Maintain the quality of complete Chennai branch both in photos and data.
* Should trainer candidates and also visit field with candidate if required.
* Should attend meetings every week with Trainer and Managers.

**Personal Information:**

DOB & Age : 27/02/1993 & 23

Religion : Islam / Muslim

Location : Chennai, India

Languages : English, Tamil, Hindi & Urdu