|  |  |  |  |
| --- | --- | --- | --- |
| Description: New_logo  Contact HR Consultant for CV No: 336415  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> | | |  |
|  | **Executive Summary** |  | |
| A purchasing coordinator with a proven ability to establish and maintain an effective filing and archiving system for all purchasing activities and files in accordance with company and archiving procedures. Easy going by nature and able to get along with my colleagues and procurement manager. Currently looking forward to join a suitable position in your organisation. | | | |
| **STRENGTHS** | | | |
| * Adaptable to changing business climates | |  | |
| * Business development & strategic planning. * Problem solving & coordination abilities. * Generate and apply new ideas. * Excellent communication and interpersonal skills. | |  | |
|  | |  | |

|  |  |  |
| --- | --- | --- |
|  | **Qualifications** |  |

|  |
| --- |
| **Certified International Supply Chain Professional, CISCP-IPSCMI USA**  **Training of certified international supply chain professional from Blue ocean Academy (Dubai)** |
| **B.com (Computers) from osmania university (2012) (69%)** |  |
| **Inter from Board of intermediate (A.P) (2009) (73%)** |  |

|  |  |  |
| --- | --- | --- |
|  | **Career Progression** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Purchasing coordinator,** National Piling, Dubai | | | **Mar 2014 – Present** | | |
| **Assistant Accountant ,** Ashoka builders.India. | | | | **Jan 2013 – Nov 2013** | |
|  | | | |  | |
|  | **Professional Development** |  | | |

|  |
| --- |
| **Purchase Coordinator, National Piling, Dubai**   * Assist in obtaining and studying comparative prices and quotations. * Prepare purchase orders and review for accuracy. Maintain high level of knowledge while creating and verifying purchase order including proper product price. * To study and find information to order correct materials. * Research, and resolve purchasing issues and problems with incorrect orders and invoices, * Maintain supplier price lists. * Other duties as assigned. * Making list of the material needs as per the project requirement. * Involve in discussions with seniors while purchasing new material for company*.* |
|  |
|  |
|  |
|  | |

|  |
| --- |
| **Assistant Accountant- Ashoka Builders, India.**   * Maintains accounting records by making copies; filing documents. * Weekly wages, petty cash and other journal posting * Record business transactions and key daily worksheets to the general ledger system * Track and audit petty cash * Monitor customer accounts for non-payment and delayed payment. * Maintain day to day Accounts & reporting Accountant on time to time. |
|  |

|  |  |  |
| --- | --- | --- |
|  | **Professional Development** |  |

|  |
| --- |
| ***Training Course***   * The Tally ERP 9 course from sirocores institute. * SAP (Fico) Diploma of 6 months from TRK InfoTech.   ***IT Skills***   * MS Office, Internet & E-mail Applications |

|  |  |  |
| --- | --- | --- |
|  | **Personal Details** |  |

|  |  |  |
| --- | --- | --- |
| Nationality | : | Indian |
| Date of Birth | : | 07 October 1992 |
| Visa Status | : | Employment Visa |
| Languages  Notice period | :  : | English, Hindi & Telugu,Arabic(limited)  1 Month |

**DECLARATION**

I hereby declare that given above information are true to the best of my knowledge and belief.

Date :

Place