

[**Kiran.347396@2freemail.com**](mailto:Kiran.347396@2freemail.com)

**Kiran**

**CAREER OBJECTIVE:**

A challenging growth oriented position in a progressive company, where I can contribute to the organization's success with my admin & logistics expertise and with my innovative ideas and desire to achieve excellence.

**SUMMARY:**

* Over 12 years of work experience in Dubai with procurement, logistics, marketing & HR administration.
* Consistent performer with a strong track record, positive attitude, with ability to handle assignments under very high pressure.
* Well versed in materials management, purchase order process, stock verification and analysis of vendor performance.
* Responsible to prepare employees payroll & employee service benefits using computerized payroll system.
* Proficient at maintaining cordial relationship with internal & external customers, ensuring quality and service norms to achieve customer satisfaction and business retention.

**SKILL SETS:**

**Procurement / Logistics, Marketing / Sales, Payroll management / WPS**

**Office administration, Coordination / Negotiation, Documentation control**

**EMPLOYMENT DETAILS:**

Worked as a **Procurement In-charge** with **M/s Nara Construction**, Andhra Pradesh, India from Sep 2015 to Dec 2016.

Worked in below roles with **M/s Blue Diamond Group, Dubai, UAE** from July 2005 to May 2015.

* **Marketing & Procurement In-charge** with M/s MBR Garments (M/s Blue Diamond Group)
* **Administration & Marketing Coordinator** with M/s Charminar Services (M/s Blue Diamond Group)
* **Site Coordinator** with M/s Fray land Construction (M/s Blue Diamond Group)
* **Document Controller** with M/s RMJM Consultants (M/s Blue Diamond Group)

**JOB SKILS:**

**Procurement In-charge**

* Visiting Suppliers, Manufactures and negotiating price with suppliers.
* Coordinating Project & Internal teams for timely material procurement by using company’s customized ERP system (Vendor Price negotiation, obtaining approvals, placing purchase orders with vendors and arranging material delivery to projects, store management & Vendor payment).
* CAPEX management: Recording, Tagging & safeguarding of fixed Assets.

**Administration & Marketing coordinator**

* Assisting Recruitment of Manpower (Visited India, Nepal & Bangladesh etc.)
* Preparing Employees Payroll & employee service benefits using computerized payroll system. Disbursing salaries & wages under WPS.
* Handled the Labor & Immigration works for the company & maintained the employee’s records for timely renewals. Obtaining new visas & Labor cancellations.
* Attending the queries and complaints of the employees.
* Tracking labor work sheet and Work reports submitted and reporting to the Project Management

**Site coordinator**

* Assisting Project Managers in executing projects
* Preparing & Maintaining tracker on work schedules
* Coordinating with Project manager during preparation of Quotes, BOQ.
* Tracking labor work sheet and Work reports submitted and reporting to the Project Management
* Preparing Project Minutes of Meeting and Distribution.
* Verifying and Approving Vehicles log & workers movement trackers

**Document Controller**

* Document Controlling, preparing Quotation, Purchase orders and correspondence.
* Preparing projects progress reports, stock reports and assets tracking.
* Coordination with Purchase and Marketing regarding Purchase Order and Materials

**EDUCATIONAL QUALIFICATIONS:**

Currently pursuing BBA from M/s Jaipur National University, Dubai. (Completion May 2017)

HSC Nava Bharat educational research foundation, Karnataka. (May 2003)

SSC Board of secondary education, Andhra Pradesh. (May 2001)

**TECHNICAL SKILLS**

* Expert in handling MS Office, MS Outlook, Corel Draw, Photoshop.
* Tally 6.1, Customized Accounting & Payroll ERP package.

**PERSONAL PROFILE:**

**Name :** P Kiran Chand

**Date of Birth :** 25th February 1983

**Gender, Marital Status :** Male, Single

**Nationality :** Indian

**Language Known :** English, Hindi and Telugu

**Visa Status**  : Visit Visa - Valid till 10th May 2017.

*I hereby certify that all the information provided by is true to the best of my knowledge.*

**Place:** Dubai (U.A.E) **(P Kiran chand)**