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| **MUHAMMAD**  [**MUHAMMAD.351987@2freemail.com**](mailto:MUHAMMAD.351987@2freemail.com) | *scan0093scan0093scan0093* |

### *Objective :-*

To obtain a challenging position in a progressive organization as a Purchase Manager or similar that utilizes my purchasing experience in the hospitality industry as well as my knowledge and strong educational background.

***Professional Summary :-***

**Purchase & Cost control Executive ( September 2012 – January 2017)**

**Al Koufa Services, Dubai - UAE**

**(Leading Hospitality Group in Dubai)**

***Key Responsibilities:-***

* Managing and ensuring of getting work done in all related matters connected with purchasing and procurement.
* Responsible for all material and equipment needs for the business outlets including managing purchasing, controlling inventory & coordination of general maintenance.
* Developing ,leading and executing purchasing strategies
* Crafting negotiation strategies and closing deals with optimal terms
* Tracking and reporting key functional metrics to reduce expenses and improve effectiveness.
* Efficient Managing & coordination of centralized store in daily functions
* Ensure competent quality execution of all regular purchasing duties and administrative works.
* Source, select and negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers.
* Follow up with local and international suppliers regarding the supply of required materials and to ensure the deliveries are made on time.
* Staying in the limits in usage of items to achieve a pre planned usage target
* Analyzing the vendor's behavior and trend to purchase the products at just the right time.
* Making sure that delivered products are according to purchase agreement and standard.
* Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
* To find a source of new vendors and existing vendors when the spare needs arise.
* Preparation of monthly cost report and submitting to the management.

**Sales Executive ( 2010 - 2012)**

**Victory Computers , Kerala- India**

***Key Responsibilities:-***

* Maintaining and developing relationships with new and existing customers in person and via telephone calls and emails in compliance with customer requirements.
* Responding to incoming email and phone enquiries
* Gathering market and customer information
* Negotiating on price, costs, delivery and specifications with buyers and managers
* Challenging any objections with a view to getting the customer to buy

### *Education:-*

* Executive Master of Business Administration(NIBM-India ) -2013
* Bachelor of Commerce with Cooperation(Calicut University, India)-2012
* Plus Two(Board of Higher Secondary Education, Kerala-India)-2009
* 10th (Central Board of Secondary Education)-2007

### *Technical Skills:*

Well versed with, Vision ERP(Oracle Based)Purchase Management & Inventory Management Software, MS Office Applications ,Tally(Accounting Software)

### *Declaration*

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

**Muhammad**