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**SAYAN**

[**SAYAN.363741@2freemail.com**](mailto:SAYAN.363741@2freemail.com)

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Profile Snapshots

* 13 years purchasing experience in UAE
* Pre-opening experience
* Have excellent knowledge of whole sale and retail market in Dubai ,Sharjah and Ajman
* Well organized, detail oriented & willingness to assist others.
* Ability to plan, organize, and reliably complete projects with minimal or no supervision.
* Ability to effectively interact with employees at all levels of the organization and work with a variety of people from diverse backgrounds

Academic Qualifications

* Pre degree from St Alberts College, Cochin.
* Graduation (Bachelor of Maths, University of Calicut), India.

Key Functional Areas

* Purchasing of Engineering parts & Equipments, Petroleum products Arrange quotation for Engineering works ,electrical & maintenance etc. Purchasing of liquor, beverages, vegetables, food dry & frozen, seafood items, meat items, guest amenities, linen items, printing & stationary, electronics items ,

Employment History

DORUS HOTEL (MONTREAL HOTEL), DUBAI.

Purchase Officer Cum Store keeper (Sept, 2015 to March, 2017)

Responsibilities:

* Purchasing Liquor, Food items, Vegetable, Linen items, Guest amenities, Hardware, Engineering and Electrical items, printing & stationary, staff uniform, beverage items etc.
* Purchasing items from wholesale and retail market in Dubai and Sharjah
* Place the order through LPO and do Cash purchase
* Bargain with liquor suppliers to get the maximum FOC especially with the liquor suppliers like MMI and African Eastern.
* Arrange promotions in the in the Restaurants and Night club and Local bars.
* Arrange Guest amenities with logo from international and local companies.
* Responsible for planning to keep stock on seasonal occasions.
* Do inventory of stocks at outlets and store on weekly basis, Keep stock in advance when ever prices increase in liquor food, and other items

RAMADA HOTEL AND SUITES, AJMAN

Purchase Officer (Nov.2013 to March,2015)

Responsibilities:

* Arrange minimum 3 quotations for all civil and engineering works, negotiate rates for the final approval of the management.
* Get the approval of the quotations from the concerned departments and as per their scope of work.
* Get the samples approved from concerned departments
* Arrange the engineering parts and equipments, electrical equipments,
* Arrange annual contract for equipments , elevator, casual staffs, and other annual services.
* Get annual or 6 months rates for the regular used items like diesel, LPG gas, engineering parts etc.
* Arrange foods items at the time of purchase assistant on vacation time.
* Prepare monthly report
* Arrange Quotations for the Capex and for the annual maintenance expenses

GRAND CENTRAL HOTEL & SANDRAS INN HOTEL, DUBAI

Cluster Purchase Officer for GRAND CENTRAL HOTEL (184 Rooms) AND SANDRAS INN HOTEL (94 Rooms) (Sept.2004 to Sept. 2013)

Responsibilities:

* Responsible for purchasing of two hotels, Sandras hotel and Grand central hotel Dubai.
* Purchasing Liquor, Food items, Vegetable, Linen items, Guest amenities, Hardware, Engineering and Electrical items, printing & stationary, staff uniform, beverage items etc.
* Purchasing items from wholesale and retail market in Dubai and Sharjah
* Place the order through LPO and do Cash purchase
* Bargain with liquor suppliers to get the maximum FOC especially with the liquor suppliers like MMI and African Eastern.
* Arrange promotions in the in the Restaurants and Night club and Local bars.
* Arrange Guest amenities with logo from international and local companies.
* Responsible for planning to keep stock on seasonal occasions.
* Do inventory of stocks at outlets and store on weekly basis
* Keep stock in advance when ever prices increase in liquor food, and other items.
* Help the assistant store keepers to arrange the items and keep a high level of accuracy.
* Keep a high level of alert to avoid any kind wastages .
* Did renovation of 185 rooms

BIN ALI CENTRE SUPERMARKET, AL-AIN

Position: Supervisor

Period: April 1999 to Sept.2004

Responsibilities:

* Order the items through LPOs and direct from credit and cash suppliers.
* Arrange the items in a priority ways.
* Do promotions.
* Supervise the staffs
* Follow up municipality rules
* Take extra care of expiry dates of food items and cold rooms

SHABABNA SUPERMARKET, AL- AIN

Position: Supervisor

Period: 1996 – 1999

Responsibilities:

* Responsible for placing orders from credit and cash suppliers.
* Responsible for order through LPO
* Responsible for a high level customer care.
* Maintaining a high brand standards and visual displays as per the seasons
* Increasing sales and ATV & IPC ( Average transaction value & Item per customer )
* Ensuring the display of materials is kept according to the brand guidelines.

CAPT. K.N.GEROGE & CO. INDIA

Position: Marine Surveyor

Period : 1993 – 1996

Responsibilities

* Do survey in bulk ships like crude oil, palm oil, food grains etc. stuffing and de stuffing the containers.

Computer Proficiency

* MS Office: MS Word & MS Excel
* IDS software and PROLOGIC software for Inventory

Personal Details

Date of Birth : 27th January, 1973

Languages Known : English, Malayalam, Hindi and Arabic(Spoken)

Nationality : Indian

Sex : Male

Driving license : UAE Light Vehicle Driving License

VISA STATUS : Visa Sponsored by wife, Transferable

# **REFERENCES & DOCUMENTS AVAILABLE ON REQUEST**.

I hereby certify that the above-mentioned information are true and correct to the best of my knowledge.