**Rabinder**

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***Applied for Position: Procurement Executive***

Dear Sir / Madam,

Kindly find herewith an attached my CV for your kind positive contemplation.

After reviewing of my credentials, it will be substantiated that I am capable of serving in your esteemed organization and surely will be able to add feather to the crown of your Organization. I possess nearly **9 *years of experience* in procurement domain** and handled various hi-profiled projects during my stint in various companies along with managing logistic area as well.

I am presently working in **Wolf Group of Companies in Muscat** andholding ***UAE Valid Driving License***.

I understand that working for your esteemed organization requires a candidate who is team oriented and is able to liaison with other various departments for smooth sailing of day to day transactions. I am confident that I possess these skills, which will help me to perform the job efficiently and effectively.

My goal is to transit my enthusiasm, creativity & experience into a position, where I continue to provide the strategic and tactical role in achieving organization’s objectives. I am confident that my presence in your team will prove to be beneficial to your organization.

As such, I would welcome an opportunity to speak with you to evaluate your needs & share my ideas.

Thanking you,



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| ***Career Objectives:*** |  |

I am seeking a position to utilize my ***Background skills*** ***and abilities*** in the Procurement field where I can able to add value to the endeavor of the Company in achieving the stipulated objective and in return I also get an opportunity to grow with the organization. I am in confidence of my traits and I am ready to offer my best of knowledge of **Procurement and** **Logistic** and methodical nature to keep it up to your expectations.

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| ***Qualifications:*** |  |
| **B.Com (Management Honors)** | Arunachal University, India |

**Computer Savoy**

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| ***Personal Sketch:*** |  |

Date of Birth : 7th August 1978

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Little bit of Arabic

Visa Status : Employment

Expected Salary : AED 7000 – 8000/-

Typing Speed : Good Averge

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| 1. ***Work Experiences (Presently):*** | ***From 30 November 2016 to till date (My 3rd Job in Gulf Country)*** |

**Muscat**  : **M/s. WOLF GROUP OF COMPANIES**

**(Landscaping & Construction Companies)**

**POSITION :** **Procurement Executive**

**Profile & Responsibility**

* Analyzation of requisitions received from various Project Mangers.
* After analyzation of requisition tie up with store department for stock availability.
* Based on requisitions, float an enquiry to various suppliers for obtaining competitive quotation.
* Analyzation of various quotation considering the factors like prices, quality, delivery time, credit period & negotiation before preparing the Purchase order in the Computer System.
* After making Purchase order, I took it for final approval from General Manager and then the order confirmation goes to suppliers.
* Keep monitor on the order until it get delivered in our warehouse.
* Liaison among different entities like Project Mangers/ Site Supervisors/Account department/Finance department etc. so that work completes efficiently and on timely manner.
* Re-checking of all the invoices before submitting it to accounts department for releasing the supplier’s payment.
* In the absence of Procurement Manager, look after all the assignments related to Procurement department.
* Solving the unexpected circumstances, if any.

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| 1. **. Previous Experiences** | ***3 ½ years (My 2nd Job in Gulf Country)*** |

**ORGNISATION**  : **M/s. AL DANUBE BUILDING MATERIALS LLC**

**(Trading Company), Head Office (Jebel Ali, Free Zone)**

**POSITION :** **Purchase Executive (Import)**

**Profile & Responsibility**

* For 6 month worked as Local Purchase Assistant in Sharjah Purchase office.
* Company recognized my hard work and entrusted responsibility of a particular project to handle. And the responsibility was to look after all the materials requirements for the **new upcoming Al Danube’s upcoming branch at Ras Al Khaima**  and was done upto the full satisfaction of the company. After this I was promote as **Purchase Executive (Import)** in Head Office.
* Being a Import Purchase Executive, I evaluate the vast inventories and prepare the report for the materials need to be ordered oversea.
* Materials quantity worked out on the basis of present stock availability & how long it will meet the present demand from our esteemed customer, the past sales records, the anticipated future demand, the time required to get our materials in the port/store through sea route etc….
* After preparation of necessary reports, I used to go to the Chairman for the final approval and then proceeds for making **Overseas Purchase Orders**.
* Follow up with the Finance department for the **LC’s** so that timely order confirmation can be placed to the **Overseas Suppliers.**
* In **Al Danube**, I was mainly dealing with the **Suppliers from Germany, Canada, Italy, Belgium, USA, Malaysia, China, Burma** etc….
* In this process, I used to work in all the seven days in a week because On Friday we happens to be closed but **Europe Countries happens to be opened** & again we were opened from Saturday onwards…..
* Coordinate among Warehouse Managers/Accounts/Finance/Audit/Document clearance department for smooth and timely functions of company works.
* In the absence of Import Procurement Manager, took care of all his duties.
* Used to attend the foreign suppliers and also used to take care of their hospitality as well.
* But this esteemed company recognized my hard work and rewarded with good salary hike and I was honored with Gold Gift as well.
* Still I feel that I took wrong decision by resigning the job from that esteemed Company but life has to move on…..

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| 1. **. Previous Experiences** | ***4 Years (My 1st Job in Gulf Country)*** |

**ORGNISATION** : **M/s. SHANFARI FURNISHING (Joinery Company)**

**POSITION :** **PURCHASE CUM STORE INCHARGE with additional responsibility of Camp Boss as well.**

**Profile & Responsibility**

* Evaluation of requisitions from the factory incharge/Project Managers and then proceeding for its order confirmation after doing other necessary work outs.
* Monitoring the inventories and then making the Purchase Order after proper evaluation of the quotations from the different suppliers so that the stock can be replenished in the store.
* Following up with the suppliers for the timely delivery and checking the materials for the conformity on quality and quantity.
* Preparation of report and submitting to the accounts for the releasing of payments to the suppliers.
* Controlling the logistic assignment as well.
* Was also responsible for looking after the camp wherein during that period 345 person were staying.

**Highlightable events (Must Read)**

* During my tenure, the biggest and hi-profiled project was:-

1. **Muscat Palace Project FOR HM**
2. **Carawan’s for HM**

**And it was by the grace of almighty handled by me with full satisfaction of the management.**

* During the **Sever Gonu Cyclone in Muscat**, I managed to save precious lives of so many people by evacuating them from the camp, as being a responsible Camp Boss.
* Due to wrong deed of our worker in the camp, some international flights could not able to land in the International Airport at Muscat, I had to handle this delicate case with Royal Oman Police and managed to solve the problem in midnight 2 o’clock without letting any black mark on my esteemed Company i.e. Shanfari Furnishing LLC
* Worked in this company for 4 years and then joined Al Danube Building Materials Co.- UAE

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| **\*\*\*\* Experiences in India** | ***1 Year (My 1st Job in job market)*** |

* **Worked as Personal Secretary : To Education Minister**

**Government of Arunachal Pradesh.**

* **Worked as Personal Secretary : To General Manager (IAS)**

**MTL a Subsidiary of MTNL, Mumbai**

**Government of India**

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| **Declaration:** |  |

I consider myself familiar with Store Infrastructure, Material Management & Document Controlling, administrative & Clerical support. I am confident of my ability to work in a team and under pressure. I hereby declare that the information furnished above is true to the best of my knowledge.