**CURRICULUM VITAE**

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**ILIAS**

[**ILIAS.367473@2freemail.com**](mailto:ILIAS.367473@2freemail.com)

**Career objective:**

To be associated with professionally managed organization to serve to the best of my Qualification and Professional experience for the Reputation and Growth of the Company that can provide a challenging working environment and better prospectus.

**Summary of Qualifications:**

S.S.L.C. From Maratha Mandal High school khanapur, Bangalore division in the year 1982.

P.U.C. from Karnataka Secondary education examination Board Bangalore in the year 1984.

Typing From Karnataka Secondary education Examination Board Bangalore in the year 1987.

B.Com. from Karnataka University Dharwad, Karnataka in the year 1988.

**Professional Experience in India & Gulf country :**

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| --- | --- | --- |
| **Designation** | **Name of Organization** | ***Period*** |
| **Store Keeper / Quality controller** | **Modern Industries Udyambag Belgaum. Karnataka (India)** | ***Since Dec. 1990***  ***To***  ***1992*** |
| **Store Keeper / Accountant** | **Akbar laminates & Hardware’s, & with sister concern K. J. Traders Goa (India)** | ***Since Feb.1992***  ***To***  ***April 1997*** |
| **Store Keeper & Purchase Asst.** | **Fujairah Marble & Tiles Factory Dibba, Fujairah. (F.B.I.) Fujairah Building Industries, group of companies (U.A.E.)** | ***Since Feb.1997***  ***To***  ***April 2010*** |

**Key Skills :**

* Self esteemed, confident, motivated, dedicated and Smart Working attitude.
* Ambitious, Curiosity to learn & know more.
* Ability to work in a team environment and under demanding circumstances.
* Task oriented and focused to complete the goals..
* Ability to handle challenging situations.

**Post Applied for : Purchase Assistant**

**Personal Details :**

* Birth date 6th April 1964
* Nationality: Indian,
* Sex: Male,
* Marital Status: Married
* Languages Known: English, Hindi,

**Driving license :**

* Issued country: U.A.E
* Light motor vehicle

**Job Profile :**

* As a Purchase assistant I am responsible for handling all the purchase activities. First up all it is closely related to Stores & Production department. My first duty is not to hamper production activities of any department, so maintain proper communication with all departments, maintaining timely follow up of delivery dates & back orders to avoid delays..
* Before placing order find out stock & non stock items & ensure timely delivery of all the products & administer all vendors’ performance & facilitate corrective actions as required.
* Manage calls from vendors/suppliers with also production units analyze all suppliers’ invoices & evaluate it with all quantity, quality received, manage inventory of all items, & recommend administer all elimination of all out of stock items & develop all purchase orders & assign appropriate purchase order for the same.
* Manage & distribute all sites conditions report for all budget processes & administer all vendors request & ensure compliance to all purchasing guide lines.
* Manage proper payment on all old invoices according given credit facilities. Manage all communication for purchasing order with suppliers/vendors & analyze all communication for same & resolve all purchase issues & coordinate with accounts payable departments. Process all the invoices.
* Evaluate all purchase acquisition & purchase order on regular basis & develop implementation strategies for all programs & provide optimal level of customer service & prepare all reports to identify cost cutting initiatives.
* Maintain prices in spread sheet & accounting software. Accurate filling of vendor record. Record of placing order. Monitor all rates of production on every day basis, coordinate with suppliers & production unit maintain all purchase order record properly. Maintain all open order & its status & provide assistance to all purchasing staff. Maintain purchasing procedure in a clear picture.