## ARUN

## [ARUN.373739@2freemail.com](mailto:ARUN.373739@2freemail.com) DSC_0599

**Sr.Purchase Officer- Aluminium & Glazing.**

**CUSTMOR SERVICE REPRESENTATIVE**

Passionate, results determined, purchase with an in depth understanding of all aspects of overall project coordination, sales and implementation. Experience of supporting the committed deliverables that enable individuals and organizations to improve the quality and productivity. Well presented with excellent communication skills and having a commercial approach to solving problems in team work. Now looking forward to associate with an aspiring company that offers opportunities for Purchase Officer.

***KEY SKILLS AND COMPETENCIES***

* Self-motivated with a flexible attitude, and be able to adapt quickly to change.
* Work with alternatives to reduce risk and time impacts on projects.
* Work on understanding of rotational resource liabilities especially suppliers and outside resources.
* Leading, engaging and building confidence in project site staff.
* Resource shuffling on project based on timely requirements
* Having exceptional interpersonal, communication and motivational skills.
* Work and strive to stay within schedules & achieve team objectives.

***Employment History***

**M/s John Aluminium & Glass Factory L.L.C - Dubai, U.A.E (Aluminium Façade Products) as Sr. Purchase Officer. (June 2008 to September 2017)**

John Aluminium Glass factory LLC established in year 2007 is an industry in Aluminium Architectural Façade Product Fabrication and Installation. My Overall work aspect at head office as purchase officer. Coordination along with store dept., Design dept., Estimation dept. Operations and Projects. Having overall responsibility to the purchase asper the given sechdule aswell as with in the Coast. Support information to Management on Project approvals, Commercial, Estimation & Client Coordination’s, Project support, Project Supplies. I will keep a better and healthy commicatiocommunication with suppliers, sub contactors, project team & Client.

I have working exceperince with aluminum system suppliers Schuco, Technal, Gutman Aluk and Alumil. In Glass industry GGI, Uniga Glass, Fa Glass, Burhaniglass, Belgium Glass and Emirates Glass.In ACPsheet I work with Alubond, Alupex and Alcopanel.

***Key Contemporary Daily Duties:-***

* Coordination with the suppliers
* Project Back office key coordination by assisting Project and Senior managers.
* Ensuring proper communication of management purchase strategy is been communicated and implemented.
* Reviewing the efficiency and effectiveness of products deliverables.
* Acting as administrative support to Project Managers on projects.
* Identify, analyze, prioritize, and communicate project delay in purchase related.
* Communicating with project manager to report on status of delivery schedle
* Leading and organizing the support operation team.
* Keeping in close contact with key project members and decision makers.
* Handing over all purchase invoices in daily basis.

**Current ongoing Project involved are with system from Schuco / Alumil / Guttmann / Techncal.**

* Akoya by M/s Dammac G+ 9 Cluster G7
* Akoya by M/s Dammac (G+7) 6 No’s Apartment Building Cluster G19, G20 &G 21.
* NBAD G+14.
* Hilton Hotel G+14
* Al Furjan G+ 2
* G+8 @DSO.
* Repton School Abudabi G+3
* Al busthan Hospital abudhabi G+3
* GEMS international School in Al Khail.

**IDEA Cellular PVT. Limited** - Cochin INDIA as **Customer support executive** (November 2006 to May 2008)

**Nisus Hi-tech PVT.** – Bangalore NIDIA as **Tool maker cum CNC Operator** (September 2005 to October 2006).

**Personal Details**

**Date of Birth : 31 years, 21st January 1985**

**Religion : Christian**

**Nationality : Indian**

**Marital Status : Married**

**Languages : English, Hindi, Malayalam**

**Visa Status** : Visit Visa Entry No. Valid till 25/11/2017.

**EDUCATION**

Higher Secondary: - Passed in Year 2002 from Kerala, India.

Diploma in Tool & Die making: - Passed in year 2005 from PSTTSF, Kerala, India.

Computer Knowledge: - MS Office, AutoCAD

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

**ARUN**