**THOMAS**

**Email add:**  [Thomas.374950@2freemail.com](mailto:Thomas.374950@2freemail.com)

**CAREER OBJECTIVES:**

Seeking an opportunity to work for an organization where I can fully utilize my present skills, develop new ones and contribute to the growth of the organization. To be committed to the success of any undertaking in an efficient and motivated manner.

**CORE SKILLS:**

With 8 years gulf experience.

Good standard of written and spoken English.

Flexible, adaptable and pro active

Can work under pressure.

Deal with people in a manner which shows sensitivity, tact and professionalism.

Maintains high standard of work.

Perform responsibilities under nominal supervision

Excellent command of computer applications MS office Outlook, Word , Excel

**WORK HISTORY:**

**Position** : Purchasing Officer

**Company** : FABTECH ABU DHABI L.L.C

**Location** : Abu Dhabi, United Arab Emirates

**Year** : November 2010 till February 2017

**Position** : Purchaser

**Company** : Perfect International (FZC)

**Location** : Sharjah, United Arab Emirates

**Year** : June 2008 to October 2010

**Position** : Purchase Assistant

**Company** : Nirmal Industrial Controls Pvt. Ltd

**Location** : Mumbai India

**Year** : April 2000 – May 2008.

**Duties and Responsibilities:**

Handling requirement from production

Arranging material from various suppliers.

Preparing comparison for the quotation received

Negotiate with supplier for rock bottom price.

Preparing purchase orders.(both local & International)

Coordinating with accounts department for invoices against each purchase order

Handling International Clients requirements.

Answering client’s quires.

Preparing day to day report.

Drafting mail and answering the received mails.

**Transportation, Freight & Logistics**

Arranging transportation to all GCC countries.

Arranging collection of import shipment from all over the globe.

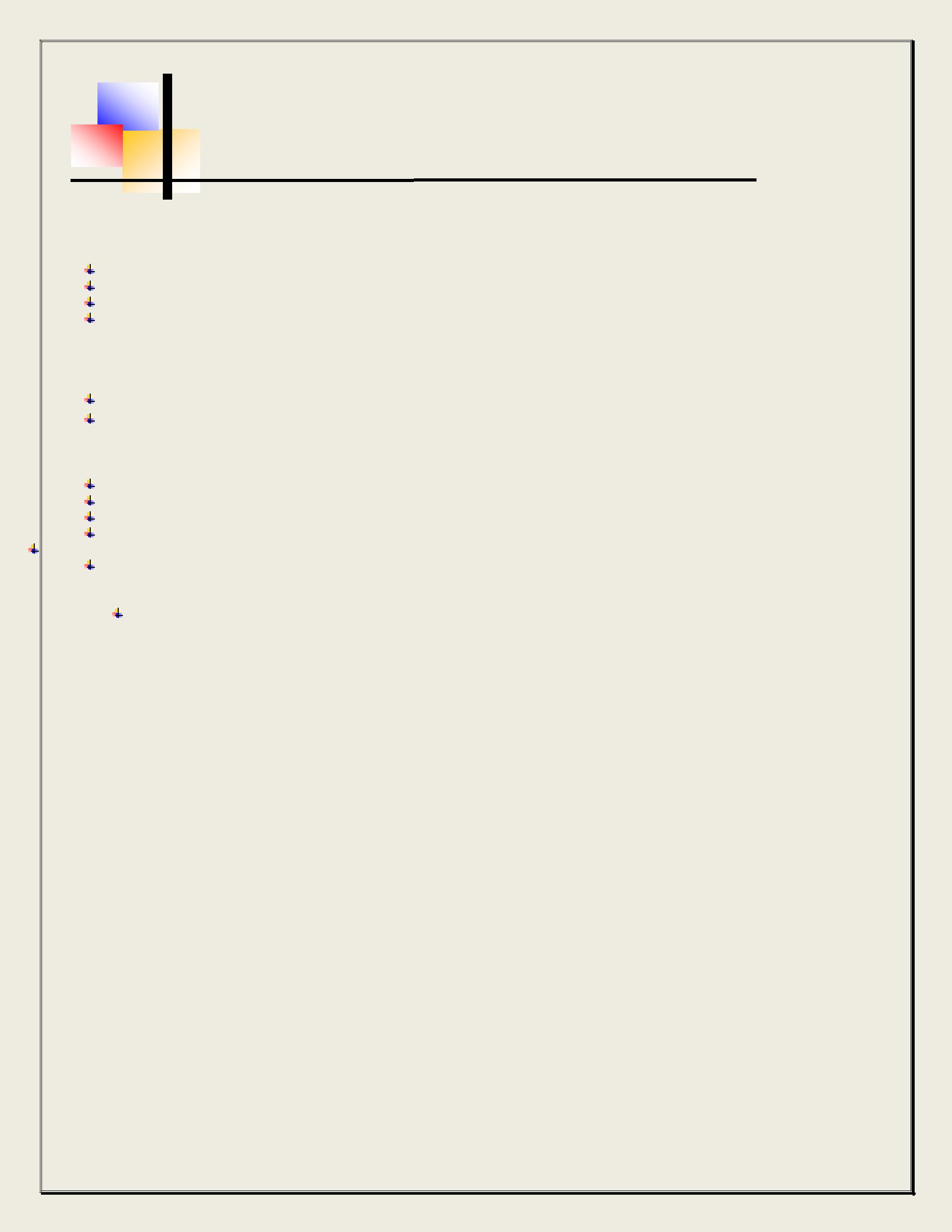
Arranging documentation for clearing the shipment.

Daily arrangement for local and international freight.

Daily reporting the status to the Management.

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**THOMAS**

**Email add:** [Thomas.374950@2freemail.com](mailto:Thomas.374950@2freemail.com)

**TECHNICAL SKILLS:**

Knowledge of Database. (MS Access)

Operating System: Windows 2000, Windows XP, Windows Vista, MS Dos

Having the knowledge of hardware & software.

Fax, Photo copy, Internet and Email

**EDUCATIONAL BACKGROUND:**

***Undergraduate (PURSUING GRADUATION BCOM MUMBAI UNIVERSITY)***

***Extra Qualification: Course in International Purchase & supply Chain Manager (IPSCM) from Blue Ocean Academy (Dubai)***

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| --- | --- | --- |
| **PERSONAL DATA:** |  |  |
| Date of Birth | : | 27th December 1973 |
| Birth Place | : | India |
| Civil Status | : | Married |
| Religion | : | Christian |
| Nationality | : | Indian |
| Passport Details | : |  |
|  |  | Date of Issue: 03/03/2008 |
|  |  | Date of expiry: 02/03/2018 |
| **Visa Status** | : | **Visit Visa ( Long Term 3 months)** |

**CHARACTER REFERENCE:**

**Available upon request.**

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

Thomas

Applicant

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