|  |
| --- |
| **Mobile : C/o 971503718643**  **Procurement & Contract Dept. (PHCC)**  **Doha – Qatar**  **Email :** [**esa.376725@2freemail.com**](mailto:esa.376725@2freemail.com) ESA **Career Objective:**  To seek a responsible and respectable position in a well-established organization and  utilize my abilities and skills to develop myself and my organization.  **Personal Information** : -  - Nationality : Indian  - Age : 28 Years  - Maritus Status : Married  **Educational Qualification** : -   * MBA (Master of Business Administration) in Finance (2008-2010) from Acharya Nagarjuna University at Hyderabad, A.P. * B.B.M. (2005-2008) from Andhra University, at Aditya Degree College, kakinada, East Godavari Dist., A.P. * Board of Intermediate Education (2003-2005), M.P.C. at Aditya Junior College, kakinada, East godavari Dist., A.P * Secondary of School Education (2002-2003) at Timpany high school, Kakinada, East Godavari Dist., A.P.     **Languages** **Known** : -  - English – Fluent in written & Spoken English  - Urdu – Fluent in Spoken.  - Arabic – Read and Softly Spoken      **Work Experience** : **10 Years (2008-2018)**  **Present Post** : - **Procurement Officer**    **Purchasing Officer in Procurment Dept, Materials Management, Primary Health Care Corporation**.   * Since July 2008 I’m entrusted with Procurement of all IT, Laboratory, Engineering & Bio-Medical Engineering Equipments & Spare Parts which compromised all kinds of Engineering Machinery, Tools & all Spare Parts.   Also entrusted with Maintenance orders for all Machinery & Tools which is requiring  maintenance in Overseas Manufacturer’s Plants.   * **Job dealing with Purchasing Standards & Requirements of the Corporation** :  1. Receiving Purchase Requests from various depts. & ensuring that all the Details are   straightened out before request for quotation (RFQ) all sent out.     1. Preparation of sourcing procedures to ensure that the right suppliers are contacted.   (Local & Overseas)   1. Receiving & Checking bids for correctness against the given Terms & Conditions. 2. Prepare Comparison Sheets or Bid Analysis in the simplest but most complete   Manner possible & whenever necessary to arrange for samples to be pointed  for evaluation purpose.   1. Co-ordinate with & assist the requesting depts. In their evaluation process to   get the best buy possible within the framework of the Corporation Standards.   1. Finalize purchasing process & assist in ensuring that the items ordered reach   the End User in time.   1. Personally handle Purchases that need Urgent attention & Quick action. 2. Personally Incharge of Repair / Calibration Purchase Requests. 3. Meet representatives of Local and Foreign Suppliers and discuss with them   Related matters.   1. Provide technical support that includes hardware and software trouble shooting (I.T.)   and use the functionality of any available program that is used by Materials Management.   1. Tracing Discrepancy of PR (Purchase Request), PO (Purchase Order) by tracking the information in Budget Tracking System. And Provides necessary Information by serving end users to trace down old and current PR in Oracle Program      1. Registering all Non-Stock PR (Purchase Requests|) through Oracle iProcurement Program.     **PERSONAL DETAILS :**  Name : ESA  Date of Birth : 01-01-1988  Nationality : INDIAN  Religion : MUSLIM  Marital Status : SINGLE  Languages Known : Telugu, English, Hindi & Urdu  **PASSPORT DETAILS :**  Date of issue : 03/11/2015  Date of expiry : 02/11/2025  Place of issue : DOHA  To become a successful professional and to work in an organization where my knowledge can be shared and utilized and my creative can be brought out in the Best of that Organization.  **Date:**  **Place:**    **SIGNATURE**  **ESA** |