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| SHERIN   [sherin.378387@2freemail.com](mailto:sherin.378387@2freemail.com)  C/o 971503718643 | |
| core24x24iconsKey Skills   |  | | --- | | Research Evaluate Supplies | |  | | Negotiate and Renegotiate | |  | | Create and send Purchase Order | |  | | Monitor Purchase Delivery Process | |  | | Evaluate Supplier Performance | |  | | General Administration | |  | | Organize and Archive documents | |  | | Documentation | |  | | Record Keeping | |  | | Managing Store | |  | |  | |  | | An established professional with **over 6+ years of experience**; targeting assignments in **Purchase/ Storekeeping/ Document controller** |
| knowledge24x24iconsProfile Summary |
| * Versatile Purchasing Coordinator that is able to **manage several projects at the same time**. Adept at managing contract provision, negotiating new price schedules and setting up arrangements for projects that require specialty materials. * Purchase Coordinator skilled at **negotiation and implementing cost saving** measures without compromising quality. * Specializes in the Contracting Industry. * Expertise in ensuring smooth **administrative operations** and maintaining proper decorum/discipline by implementing & modifying the procedures. * **Well-organized** with a record of **providing high level administrative support** including management of office equipment, communication instruments, office automation and office administration. * Adapts quickly to the changing need of fast-paced and growing organization.   edu24x24iconsEducation   * BSc.Mathematics from University of Kerala in 2005, Kerala,India * B.Tec University of Kerala, Kerala,India (Completed on 2011) |
| softskills24x24iconsSoft Skills | career24x24iconsCareer Timeline |
| Collaborator    Communicator      Planner  Focused    Analytical    Thinker | Venus Star Construction LLC as Purchase/Storekeeper  Marque Solution Trivandrum & Euro Qatar Technical Contracting WLL, Doha Qatar as Administration/Documentation Controller    Imate Technologies, Cochin as Network Data Management  2013-2017  2012-2013  2011-2012 |
| exp24x24iconsWork Experience (UAE)  **Oct’13-Jun’17 with Venus Star Construction LLC, Dubai as Purchase Coordinator**  (a leading Construction Company in Dubai, UAE)   * Setting up the weekly, Monthly, Quarterly Procurement Plan. * Procurement of raw material from National and International Market. * Achieve high level of customer satisfaction through selection of product, Vendors and building techniques. * Recruit and select superior trade contractors and suppliers and maintain a base of qualified and motivated trade contractors and supplies with mutually beneficial relationships. * Negotiate price, terms and rebates with suppliers, manufactures, and trade contractors and administer contractors under direction from Purchasing Manager. * Ensure that all trade contractors are under formal agreement – standard master agreement with price addenda and scope of work. * Ensure that all necessary documentation has been collected from vendors and trade prior to start of work. (i.e.: application form, Certificates of warranty, etc.) * Train Field Managers on contracts and scope of work. * Continually evaluate current trades, materials and contracts to most competitive position as possible. * Continually look into innovative products, techniques, and changes in the building industry. * Assist in determining accurate standard specification and scope of work for each trade. * Establish and maintain a trade contractor/supplier Performance evaluation * Generate accurate Purchase order and distribute them within standard time frame. * Perform cost comparison and analysis. * Maintain master price books for purchasing/Estimation department. * Update cost information in the price file. * Enhance negotiating skill and techniques     exp24x24iconsWork Experience (Qatar)  **March’13 – Jun’13 with Euro Qatar Technical Contracting WLL, Doha, Qatar as Administrative/ Documentation Controller.**  (A trading firm mainly deals with plumping, electrical & work, etc.)  **Key Result Areas:**   * Shouldering the following activities: * Manage and maintain all controlled company documents. * Update and control procedure documents and form. * Take charge of all document identification, classification and filing. * Ensure revised documents are accessible. * File document in physical and digital record. * Review and update technical document. * Preparing various documents as per auditors requirement on an yearly basis * Maintain confidentiality around sensitive information and terms of agreement.   Work Experience (India)  **Aug’11 – Oct’12 with Imate Technologies, Cochin, Kerala, India as Network and Data management support.**  (an IT company)  **Key Result Areas:**   * Configure and install various network devices and services (e.g., routers, switches, firewalls, load balancers) * Perform network maintenance and system upgrades including service packs, patches, hot fixes and security configurations * Monitor performance and ensure system availability and reliability. * Monitor system resource utilization, trending, and capacity planning. * Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure.   personaldetails24x24iconsIT Skills   * MS Office: Word, Excel, PowerPoint * Basic Router configuration in networking. * Networking and Administration of various operating systems. * Computer Hardware Assembling and servicing. * Operating System :- Win 7 & 10 * Typewriting & Data Entry * Internet Applications   personaldetails24x24iconsPersonal Details  **Date of Birth:**10th March 1984  **Languages Known:** English, Hindi, Tamil & Malayalam  **Present Address:** Deira Dubai, UAE  **Nationality**: Indian  **Marital Status**: Married  **No. of Dependents**: 3  **Visa Status**: Visit Visa (Expiry 15th April 2018) | |