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| SHERIN  sherin.378387@2freemail.com C/o 971503718643 |
| core24x24iconsKey Skills

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| Research Evaluate Supplies |
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| Negotiate and Renegotiate |
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| Create and send Purchase Order |
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| Monitor Purchase Delivery Process |
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| Evaluate Supplier Performance |
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| General Administration |
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| Organize and Archive documents |
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| Documentation |
|  |
| Record Keeping |
|  |
| Managing Store |
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 | 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)
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| softskills24x24iconsSoft Skills | career24x24iconsCareer Timeline |
| CollaboratorCommunicator  PlannerFocusedAnalyticalThinker | Venus Star Construction LLC as Purchase/StorekeeperMarque Solution Trivandrum & Euro Qatar Technical Contracting WLL, Doha Qatar as Administration/Documentation Controller Imate Technologies, Cochin as Network Data Management2013-20172012-20132011-2012 |
| 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) |