**RATANPURWALA**

[Ratanpurwala-389849@2freemail.com](mailto:Ratanpurwala-389849@2freemail.com)

**CAREER OBJECTIVE**



Seeking to obtain a responsible position in purchasing of raw materials and doing financial accounting process were my skills, knowledge and experience will be contributed towards the improving and uplifting the organization. My inovative ideas and active & friendly behaviour will add to the company's growth and development.

**EXPERIENCE**



**Omec hardware trading co** *2016 - Till date.*



Purchaser cum Accountant

**EDUCATION**



**University of Bolton, RAK**



Bachelor's in Business Management

67%

2017

**Emirates college for Management and Information Technology**



Associates of Science in Business

3.93/5

2016

**Sharjah Indian School**



All India Senior School Certificate Examination (CBSE)

81.8%

2015

**TECHNICAL SKILLS**



Microsoft office- Word & Excel



PACT- Accounting & Inventory Management



Ability to do multi task work



 Responsible for order placement, stock management, material replishment, supply, Accountability and supplier relation.

Procurement and purchasing on time with proper value.



**PERSONAL STRENGTHS**



Accountable person, Forward thinking, Passionate to work with challenges, Focused, Time management skills, Hardworking.

**PERSONAL PROFILE**



Date of Birth



: 15-08-1995

Marital Status



: Single

Nationality



: Indian

Known Languages



: English & Hindi

Driving Licence



: Yes

