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| **YASEEN**  **PURCHASING MANAGER** |  | E: [hussain-394620@2freemail.com](mailto:hussain-394620@2freemail.com) |

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| **PERSONAL SUMMARY** | A self-directed overachiever who has a strong work ethic, and who is an expert at minimising spending costs when buying in products or services that are essential for a business. has a long track record of developing successful market leading procurement solutions. I am able to analyze market information and build a plan strategically, while also being able to execute tactically. As a born leader willing to accept any level of responsibility that accompanies a job role, and is committed to getting value for money in anything that i buys. Right now i am looking for a suitable position with a reputable and forward thinking company  that wants to recruit talented individuals. |

# AREAS OF EXPERTISE

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| * Procure management | * Drafting contracts | * Establish procurement strategies |
| * Fleet Management | * Negotiating prices | * Comparing price |
| * Supplier management | * Supplier selection | * International Purchase |

**WORK EXPERIENCE**

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| **PURCHASING MANAGER November 2016 - TILL DATE** |
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| Responsible for Purchasing Spare parts local and international  **Duties;**   * Purchasing rarely used spare parts from local market * Purchase contract with vendor (oil filter, engine oil, air filter, gear oil, tire) * Service contract with (car washing station)   Responsible for all the overall purchasing requirements of the company, and for procuring goods and services for the best price.  **Duties;**   * Operating at a senior level, working with all parties to find solutions to complex procurement issues. * Drafting high quality, articulate proposals, reports and presentations. * Ensuring that all purchase orders are logged. * Managing all petty cash transactions. * Supporting organizational change to improve business processes.   Responsible for selecting qualified suppliers for the supply of services and materials to the company.  **Duties**;   * Minimizing any company liability associated with any purchases by insisting on certificates of Insurance and guarantees. * Developing supplier relationship management plans. * Evaluating and establishing purchasing strategies. * Maintaining a list of qualified suppliers. * Determining the quantity, quality and price of items that are to be bought. |

Responsible for leading the procurement team every day to find the best deals in the market place.

**Duties;**

* Overseeing the receipt of products, equipment and materials to ensure that what was ordered is received on time and in good condition.
* Making sure that contractual terms are clearly understood by all parties.
* Notifying both successful and unsuccessful suppliers of your final decision.
* Checking over the terms and conditions of a contract.
* Maintaining records of supplier performance.
* Processing payments and invoices.
* Forecasting price trends.
* Developing relationships with suppliers.
* Reporting to Senior Managers and Executives.
* Overseeing the execution of purchase orders.
* Ensuring that all buying decision are made in line with purchasing policies and procedures.
* Ensures that purchased products or services meet the job specifications.
* Creating spreadsheets that contain the contact details and prices of suppliers.

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| **WAREHOUSE MANAGER CUM FLEET MANAGER December 2006 -**  **October 2016** |
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| Responsible for Purchasing Spare parts local and international  **Duties;**   * Purchasing rarely used spare parts from local market * Purchase contract with vendor (oil filter, engine oil, air filter, gear oil, tire) * Service contract with (car washing station)   **Duties;**   * Managing the efficient receipt, storage and dispatch of a wide range of goods from the warehouse. * Maximising space usage within the warehouse. * Looking after the transportation of goods into and out of the warehouse. * Implementing specific customer packaging requirements. * Repairing warehouse equipment breakdowns.   Responsible for ensuring the receipt, coordination, and safety of goods coming through a warehouse.  **Duties;**   * Managing a team of over 120 plus employees. * Invoicing customers for chargeable warehousing services. * Making up customer orders for delivery and pickup. * Verifying assembled orders. * Coordinating the work of the warehouse team. |

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| **STORE KEEPER November 2005 - November 2006** |
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| 1. Receiving the goods as per Purchase order, and ensure the goods free from defects [chemicals, Equipments, Stationeries] 2. Keeping Inventory for Chemicals, Consumables Equipments and stationeries and advising the concern department to make reorder 3. Issue the goods as per request from the department 4. Every month made the physical count and compare with system stock |

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| **OFFICE ADMINISTRATOR CUM WAREHOUSE MANAGER August 2001 -**  **September 2005** |
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| Responsible for providing general administrative support to a team of Senior Office managers.  **Duties;**   * Keeping meticulous administrative records. * Raising sales and purchase orders. * Inputting employee timesheets. * Processing expense forms in an accurate and timely manner. * Moving heavy equipment around from one part of the office to another.   Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.  **Duties;**   * Following standardized company procedures relating to all aspects of Office performance. * Answering incoming calls in a professional manner. * Maintaining suitable and sufficient office stationary levels. * Establishing stationary requirements for the Office. * Resourcing of candidates and appropriately advertising for and recruiting place-able staff.   Responsible for organising the warehouse areas, making the best and most efficient use of space, and managing the day to day activities of warehouse staff and drivers.  Duties;   * Managing the efficient receipt, storage and dispatch of a wide range of goods from the warehouse. * Maximising space usage within the warehouse. * Looking after the transportation of goods into and out of the warehouse. * Implementing specific customer packaging requirements. * Repairing warehouse equipment breakdowns.   Responsible for ensuring the receipt, coordination, and safety of goods coming through a warehouse.  **Duties;**   * Managing a team of over 30 plus employees. * Invoicing customers for chargeable warehousing services. * Making up customer orders for delivery and pickup. * Verifying assembled orders. * Coordinating the work of the warehouse team. |

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| **PROFESSIONAL**  **SKILLS** | * Ensuring minimal inventory loss. * Integral knowledge of purchasing theories, best practices, emerging trends and the latest methodologies. * International procurement experience. * Knowledge of wide a variety of purchasing concepts, practices, and procedures. * Making sure that payments are not duplicated. * Performance management of key suppliers. * Purchasing raw material. * Willing to travel locally, nationally and internationally. * High speed typing in English normal speed Arabic typing * Light vehicle driving |

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| **PERSONAL**  **SKILLS** | * Can quickly familiarise myself with new ways or working. * Setting targets as minimum expectations and success as the only real option. * Assertive in interpersonal work related relationships. * Good public speaking skills. * Confident enough to rely on own experience and judgment to plan and accomplish goals. * Able to make those hard decisions needed to keep things moving. * A born negotiator I can successfully talk through disagreements between highly entrenched parties. * Come to work ready for a new challenge every day. * Always thinking ahead about what needs to happen next, this means that I am never caught out by unexpected events. * Having a mature outlook and a keen sense of responsibility. * Actively participating in any training offered to staff for their personal development. |

**EDUCATION BACHELOR OF BUSINESS ADMINISTRATION**

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| PONDICHERRY UNIVERSITY, PONDICHERRY, INDIA | JUNE 1995 - JULY 1998 |
| BUSINESS ADMIN, ACCOUNTS, TAX,MANAGEMENT, SUPPLY CHAIN | |