**Imran**

**Mob: +971504753686**[**Email: imran-405071@2freemail.com**](mailto:Imran.ashraf10799@gmail.com) **Dubai, U.A.E**

Holding UAE Driving License

**SUMMARY:**

Highly professional and dedicated Purchase Executive with vast experience in Construction, Power, Industrial and Oil Sectors. A result driven individual with a proven track record for delivering at the very highest level. During my professional experience, I am specialized in providing estimation, budgeting and operation construction industry.

**EXPERIENCE:**

**Scaffolding Rental LLC -(Dubai) Aug 2019 - Till Date**

**Purchase Executive**

* Conducting product research and sourcing new suppliers and vendors from locally and overseas.
* Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
* Performing inventory inspections and reordering supplies and stock as necessary.
* Conducting market research to keep abreast of emerging trends and business opportunities.
* Updating and maintaining records of all orders, payments, and received stock.
* Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
* Attending product launches and networking with industry professionals.
* Ability to Work with Minimum supervision.
* Manage all purchase orders and related documents.
* Following up on orders to ensure that materials are being shipped and delivered on time.
* Submit a weekly report to the manager/superior reflecting accurate updates on goods purchased and highlighting any issues.
* Perform other duties assigned or as instructed by the manager.

**Dairy Products (Pakistan) March 2018 - July 2019**

**Accounts Assistant**

* Monitoring daily Communications and answering any queries.
* Preparing Statutory accounts.
* Ensuring payments, amount and record are correct.
* Working with separate sheets, sale and purchase ledger and journal.
* Recording and filling cash transactions
* Controlling credit and chasing debit.
* Invoice processing and filing.
* Bank reconciliation.

**Ammar Store W.L.L (Bahrain) June 2008 - Dec 2017**

**Accounts Assistant**

* Well Experience using Accounting Software Peachtree recording the daily transactions.
* Operate computers programmed with accounting software to record, store, and analyze information.
* Record sales and purchase after verifying the invoice with the support document.
* Maintaining the debtors and creditors ledger.
* Reconcile the debtors and creditors ledger.
* Prepare bank reconciliation statement.
* Prepare petty cash statement.
* Provide assistance and compile financial and accounting reports pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, profits and losses and statement of financial position.
* Preparation of payroll in accordance & coordination with HR department and to keep record of employees loans, advances.
* Benefits (incentives), compensation and deductions etc.
* Working on MS Excel & MS Word.

**Pakistan Institute of Commerce (Pics-Pakistan) Sep 2006- April 2008**

**Office Administrator**

* Preparing documents for Submission /Registration for the students to the multiple Boards.
* To provide the school with a first point of contact for all visitors/callers to the College, responding to enquiries where possible or referring to the appropriate member of staff as required.
* Daily accounting of money particularly in relation to extended College activities.

**Wings Institute of Learning (Wings-Pakistan) Sep 2004- July 2006**

**Office In charge**

* Preparing documents for Submission /Registration for the students to the multiple Boards.
* To provide the school with a first point of contact for all visitors/callers to the College, responding to enquiries where possible or referring to the appropriate member of staff as required.
* Daily accounting of money particularly in relation to extended College activities.

**EDUCATION!**

* Bachelor of Computers
* Diploma in Computer Science
* Intermediate
* Matric

**SKILLS**

* Cost control
* Detail spotting
* Budgeting
* Negotiating
* Problem solving and decision-making skills
* Prioritizing
* Integrity
* Relationship with vendors
* Commercial Awareness
* Project Management

**LANGUAGES:**

* English
* Urdu
* Punjabi