



## CONTACT

📍 Dubai, United Arab Emirates

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## SKILLS AND ABILITIES

Procurement and sourcing

Vendor management

Inventory management

Negotiation skills

Cost reduction strategies

Communication and  
interpersonal skills

## SOFTWARE SKILLS

SAP ECC 6.0

SAP S/4HANA Sourcing and Procurement

Tally ERP 9.0

MS Office

CREO

ERP Software

## LANGUAGE

English

Hindi

Kannada

Tamil

Tulu

# Harshit

Purchase Officer – UAE Experienced

## PROFILE

Experienced Purchase and Store Executive skilled in procurement, inventory management, and logistics. Expertise in vendor management, negotiation, and purchase order management. Knowledgeable in warehouse operations, inventory control, and safety regulations. Strong communication and interpersonal skills. Able to lead and train teams, implement procedures, and optimize supply chain operations.

## EXPERIENCE

### FURNITURE INDUSTRIES FZC

#### Purchaser

June 2023 to October 2023

- Successfully managing procurement operations for a variety of products, including Joinery and Sheet Metal Materials and Services Using Tally ERP.
- Receive and process purchase requests from various departments to ensure purchase needs are attended to in a timely manner
- Research and identify reliable suppliers to create a database of multiple suppliers for the procurement of desired items at the best prices and terms
- Initiate and keep track of orders, with constant follow-up with the suppliers to ensure the timely delivery of procured products/services to the relevant parties
- Developing and implementing procurement strategies that have resulted in cost savings, improved supplier relationships, and increased efficiency.
- Conducting supplier evaluations and negotiations to ensure optimal pricing, quality, and delivery timelines.
- Maintain good relationships with suppliers and renegotiate prices on a periodic basis to safeguard the best interests of the company in terms of prices and quality.
- Coordinated with logistic team for material pickup from supplier.
- Coordinated with freight forwarders and customs brokers to ensure smooth import operations, including timely clearance of shipments.
- Maintain updated record of purchased product and Delivery information.

### BULLFORCE FZCO

#### Purchase Executive

September 2020 to March 2023

- Responsible for managing end-to-end procurement activities, ensuring timely and cost-effective procurement of goods and services
- using SAP. Assisted in sourcing and procurement activities, including vendor selection, price negotiation, and contract management.
- Conducted market research and vendor evaluation to identify potential suppliers and negotiate favorable terms and conditions.
- Prepared purchase orders, negotiated pricing, and monitored delivery schedules to ensure on-time delivery of goods and services.
- Collaborated with the accounts payable department to resolve invoicing and payment issues.
- Utilizing SAP ERP software and tools to track inventory levels, monitor supplier performance, and identify cost-saving opportunities. Maintaining
- up-to-date knowledge of industry trends and best practices to continuously improve procurement processes and procedures.

CERTIFICATES

SAP MM Purchasing (Procurement) Process

SAP MM Consultant - Purchasing all Concept Congratulations

SAP Generic Course for all Functional Consultants

CATIA, CNC programming and Operations- CNC Milling Machine

Thermal power plant familiarisation

Fire warden from National Training institute LLC, Oman

HOBBIES & INTERESTS

Learning languages

Travel

Reading

AL TASNIM ENTERPRICES LLC

Jr Engineer Stores January 2019 to February 2020

- Created purchase requisitions for materials and subcontractors for an Oil & Gas construction project.
- Created STO PR and STO Purchase Orders for MEP materials.
- Developed and maintained inventory management systems
- Handled Good Receipt, Service entry sheet, and Goods Issue processes in
- SAP Conducted Physical inventory and Created Material Masters in SAP
- Tracked and followed up on orders to ensure timely deliveries
- Responded to day-to-day internal business queries related to available stock in SAP ERP system.

INTERARCH BUILDING PRODUCTS PVT LTD

Quality Engineer February 2018 to December 2018

- Conducted incoming inspection of raw material and in-process inspection in built-up and finishing stages of per-engineered building products.
- Studying the drawings for inspection and testing feasibility in accordance with the codes, standards and specifications.
- Rejection and request for rework of the Fabricated work pieces whenever necessary.
- Visual Inspection of finished welds for complications, defects, reinforcements, deformity etc.
- Quality Inspection of cold form jobs like C&Z purlin , angle bracing, welding operations.
- Prepared quality inspection reports and documentation of inspected products

EDUCATION QUALIFICATION

BE in Mechanical Engineering 2017  
NMAM Institute of Technology  
8.45 CGPA

Diploma in Mechanical Engineering  
Vivekananda Polytechnic Puttur 2014 66.06%

PERSONAL PROFILE

Nationality : Indian  
  
Date of Birth. : 26.02.1994  
  
Visa Status. : Visit Visa  
  
Date of Expiry : 09.03.2024