**PURCHASE MANAGER**

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| Career Objective |

Seeking a position where i can utilize my knowledge, abilities, and personal skills while being resourceful, innovative and flexible that offers professional growth along with the organization and to have a growth oriented and challenging career and enhance my experience through continuous learning and teamwork.

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| Professional Qualification |

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| **Degree** | **Branch** | **University** | **Batch** | **Aggregate %** |
| D.C.T | Computer Technology | Valivalam Desikar Polytechnic | 2000-2003 | 72% |

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| Educational Qualification |

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| **Class** | **Board** | **Year** | **Aggregate %** |
| 10th | State Board | 2000 | 82.4 % |
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| Work Experience |

Worked as a Purchaser in Al Falah Logistics From October 2008 To March 2015.

**Career Summary**

* More than 6 years of experience in various facets of procuring materials from national and international markets.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Experienced with implementing systems of inventory management avoiding over-stocking or wastage.

**Key Skills**

For Purchase management

* Setting up the weekly, monthly, quarterly procurement plan.
* Procurement of raw material from national and international market.
* Development of alternative local sources for imported raw materials which helps in cost saving.
* Purchasing spare parts.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Liaison with the production department to maintain optimum inventory.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
* Liaison with finance department for timely payment of bills.
* Developing reports on procurement and usage of material for top management.

For Vendor Development

* Effective management of vendor database.
* Development of new vendors.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Timely clearance of payments & handling vendor inquiries.
* Running programs to evaluate vendors based on the feedback from internal stake holders.

For Stores Management

* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.
* Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

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| Computer Skill |

         MS-Office, Power Point

MS-EXCEL

         Internet surfing

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| Hobbies |

         Reading Newspaper

         Playing Cricket

         Watching Movies

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| Key Strength |

         Positive attitude

         Dedication to work

         Self-dependent

         Punctuality

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| Personal Information |

Marital Status : Married

Nationality : Indian

Date of Birth : 06th May, 1985

Language Known : Tamil, Hindi, English, Malayalam, Arabic

**First Name of Application CV No :** **484518**

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