**curriculum vitae**



**BASIL**

DUBAI

Email: [basil.130490@2freemail.com](mailto:basil.130490@2freemail.com)

**OBJECTIVE**

Intend to build a career in a committed and dedicated manner with a leading corporate firm, which will help me to explore myself and realize full my potential, willing to work as a key player in a challenging and creative environment.

**PROFESSIONAL STRENGTHS:**

More than two year of professional experience in hotel supplies filed

**CAREER HISTORY**

* **ASST:PURCHAISING - METRO HOTEL SUPPLIES DUBAI- 2014-STILL CONTINUE**

**NATURE OF JOB**

* Develop and execute procurement strategies for purchasing of manufactured items and raw materials.
* Plan and implement processes and procedures for company product purchases.
* Analyze vendor quotes and select products from suppliers based on price and quality.
* Negotiate shipping and receiving contracts ensuring on time delivery for critical inventory.
* Work with vendors to expedited delivery and resolving product issues.
* Certify and document products in receiving department in order to verify quantity and accuracy of shipments.
* Review purchasing agreements to find errors, detect commissions, identify price changes and eliminate duplication.
* Authorize and process invoices for automated payment of small high quantity supplies.
* Handle procurement documentation in order to maintain detailed records
* **SHOP SUPERVISOR - ECP HOME APPLIANCES PVT. LTD KERALA -2012-2013**

**ACADAMIC PROFILE**

* S.S.L.C 2008-2011 STAR JESUS high school
* PLUS TWO 2011-2013 GOVT. HIGHER SECOUNDERY
* B.COM 2015-2017 madurai kamaraj university

**KEY SKILLS**

* MS office
* TALLY ERP9
* NET SUFFERING

**PERSONAL DETAILS**

Name : BASIL

Date of Birth : 03-02-1995

Sex : MALE

Marital Status : SINGLE

Nationality : INDIAN

Religion : CHRISTIAN

Languages known : ENGLISH, HINDI, MALAYALAM,

TAMIL

**DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge and belief.