##  CURRICULUM VITAE

## Ram

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**I. Experiences details:**

1. **Working as Purchase Officer in Arabian Industrial Company LLC, Abu Dhabi (UAE)**

**(Sep 2013- April 2017)**

 **As a Purchaser In Stainless Steels, Mild Steel, Aluminum Sheets & Coils, Aluminum Cladding, Profile, Glass & All Building materials**

**Job Responsibilities:**

* Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
* Analyses market condition and price variation
* Having good relationship with more than **750 local & International suppliers for all products**
* Liaising between suppliers, manufacturers, relevant internal departments and customers
* Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them
* Negotiating and agreeing contracts and monitoring their progress - checking the quality of service provided
* Obtaining multiple quotations as per Company’s process
* Processing payments and updating back orders, invoice, delivery & forward delivery
* Keeping payments and updated invoice & delivery files and using them as reference for the future.
* Forecasting price trends and their impact on future activities
* Developing an organization’s purchasing strategy
* Ensuring suppliers are aware of business objectives
* Purchasing of office supplies by maintaining a pre-order level and verifying receipt of supplies
* Validating documents like **RFQ, LPO, invoices,** vouchers and other documents
* Attending conferences held by Main Contractor and Consultant
* Arranging pre-qualification documents for project submittal for all products
* Ensuring the safety of company’s confidential documents
* Organizing and chairing meetings with staff to work as team and discuss various issues
* Keep informed of current developments in the field of purchasing, prices, market conditions and new products
* Supervise the inspection of all supplies, services and equipment purchased to insure conformance with specifications
* Analyzes current procurement activities and recommends improvement through more efficient procurement methods, quantity discounts, standardization, value analysis and cooperative purchasing
* Revamped the weekly and monthly report formats that provided detailed information to the reader
* Computerized all the company related documents in **SAP** which made information readily available during emergencies
* Negotiated better prices for office services by getting competitive quotes from the market which helped in reducing Purchase expenses by 25%.

**Project Handled:**

* **Bentley Showroom (Dubai)**
* **Asyad Tower (Dubai)**
* **Court Tower (Dubai)**
* **Asqalan (Abu Dhabi)**
* **Danat Al Emirati Hospital (Abu Dhabi)**
* **ACC Saraya (Abu Dhabi)**
* **Al Raha (Abu Dhabi)**
* **Bhatia Fish Market Site (Dubai)**
* **Silver Coast (Sharjah)**
* **Tawam Hospital (Al Ain)**
* **Mushrif park (Abu Dhabi)**
* **Nurol Bab Al Qasr (Abu Dhabi)**
* **Al Masaood Palace (Abu Dhabi)**
* **Al Ain Masjid (Al Ain)**
* **Al shaba general contracting (Al Ain)**
* **Al Aziz Mosque (Abu Dhabi)**
* **Al Fala School (Abu Dhabi)**
* **Silver cost Villa (Abu Dhabi)**
* **Al Ain Hospital (Al Ain)**
* **Ghantoot suprem counsil (Abu Dhabi)**
* **Al Aziz Masq (Al Ain)**
* **Centro Hotel Reem Island (Abu Dhabi)**
* **Future Builders Engineering (Al Ain)**
* **CI Tower Maintains Work (Abu Dhabi)**
* **Polanski Centure Hotel (Dubai)**
* **Al masood meena Villa (Abu Dhabi)**
* **Yas School (Abu Dhabi)**
* **Abdulla Shadi Villa Marina (Abu Dhabi)**
* **Ajayal International School (Abu Dhabi)**
* **Shake Hamdan Masque (Al Ain) & Al Dhahir Masque (Al Ain)**
* **Al Fattan Sky Tower (Dubai)**
* **Al Fattan Sky School (Dubai)**
1. **Worked as Sr. Support Engineer in CSS CORP PVT LTD. Chennai**

**(Process-US Sales)**

**(Dec 2011- July 2013)**

* Worked as Sr. Support Engineer in the field of BPO in Chennai.
* My main assignment is to give the brief description about wireless connections technical issues to the customers.
* Not only explaining about the details of technical issues, but also explaining about wireless technical support from our company.
* Explaining to customers about the difference between other companies and our company with regard to technical supports. E.g.: (Prices , Support like computers , iPhone , iPod etc.)
* Once satisfied the customers we will go ahead for further process. Even after the process is completed we used to get feedback from customers which helps to ascertain their satisfactory level.
* Maintaining rapport and interaction wherever and whenever required with cash providers.
* Maintaining customers Records and Reports.
* Imparting training to the new trainees.

 End of the day prepare all sales reports and send that report to higher management

1. **Worked as Admin Supervisor in VIP Guest House in ORDNANCE FACTORY ESTATE, Ministry of Defense Establishment in Trihcy-16.**

( **April 2010 – Nov 2011 )**

* Supervising all the 4 guest houses routinely.
* Maintenance of all records and periodical submission to audit authorities
* Collection of room rent and mess charges from the guests and depositing daily.
* Distribution of daily work to the laborer’s in relevant areas of guest houses.
* Preparation of daily menu for breakfast, lunch and dinner and arranging VIP Dinner Party frequently.
* Supervising the cooking arrangements and purchase of provision items for daily cooking and VIP party.
* Daily checking of neatness and hygiene in all the guest houses.
* Arranging Train Tkts/Flight Tickets and other facilities for VIPs
* Maintenance of daily attendance register and office wor

**II. Technical Skills**

* Highly proficient in ERP,SAP,MS Office (MS word, excel, power point, outlook)
* Excellent interpersonal, negotiation and communication skills
* Ability to evaluate, prioritize, organize and delegate work schedules
* Strong Inventory management skills including cost savings, inventory reduction and inventory best practice
* Good Knowledge of Banking System with reference of LC
* Strong Knowledge of Import & Export of Goods
* Experience in creating and analyzing reports
* Able to react quickly and effectively when dealing with challenging situations
* Efficient in assisting departments with queries on documentation requirements & submissions.
* Working knowledge in purchasing, accounting and activities

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**III.Educational Background:**

 **Alagappa University (2010)**

 **Bachelor of Public Administration (B.A)**

 (Specialization in Public Administration)

## IV. Languages Known:

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| **Language** | **Proficiency** |
| English | Fluent |
| Hindi | Fluent |
| Tamil (mother tongue) | Fluent |
| Arabic | Basic |

**V.Personal Details:**

 **Driving License**: Valid UAE license

 **Marital Status**: Single

 **Nationality**: Indian

**Declaration:**

## I, Ram, hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Place :**