|  |  |
| --- | --- |
| **C:\Users\Abdulla Haider\Desktop\Photosv\New folder\photo.jpg**  **AKHIL**  [**AKHIL.369927@2freemail.com**](mailto:AKHIL.369927@2freemail.com)  Date of Birth: 20/09/1990  Age: 26  Gender: Male  Nationality: Indian  Marital Status: Single | Curriculum Vitae  CAREER OBJECTIVE Seeking a challenging position in a company that is rapidly expanding, where I can utilize the best of my skills for the development of the firm as well as to push my career to better levels in the corporate world. KEY STRENGTHS   * 4 years of experience in Sales/Purchase field. * 2 and half years of experience in Purchase and Store in charge. * Managing face to face business dealings. * Proficient in latest computer applications/software.     CAREER SNAPSHOT   * **AL HIRAH TECHNICAL ENGINEERING LLC**   A leading Steel Fabricators in UAE, Doing fabrication and erection of structural and non structural Steel works.  **Designation : Purchase Officer cum Store in Charge**  **Location : Sharjah, UAE**  **Duration : November 2014 to Till Date** Duties & Responsibilities:  * Coordinating between procurement, estimation and store department. * Analyze all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing. * Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company. * Purchasing raw materials as per project requirements with reference to the material requisition. * Receipt and inspection of all incoming materials. * Co-ordinate with ware house officials for smooth supplies and availability of products. * Maintain cordial relations with suppliers to sustain the profitability of the business. * Maintenance of stock records. * Maintaining Secretarial Jobs and the duties of Public Relation Officer. * Issue and dispatching of materials. |

* **M.K. FABRICS.**

M.K. Fabrics is a Wedding Showroom situated in Kollam city of [Kerala](http://en.wikipedia.org/wiki/Kerala) state in [India](http://en.wikipedia.org/wiki/India). Started in 1982 in Kollam city, employing more than 800 workers. For over 25 years being committed in giving the finest garments and designs of the highest quality standard and style with the large collection of all branded Men’s and Ladies wears and specially in Original Kanchipuram, Banaras, Dharmapuram, Arni Wedding Sarees.

**Designation : Purchase Assistant/Marketing Executive**

**Location : Kollam, India**

**Duration : November 2011 to May 2013**

### Duties & Responsibilities:

* Handle of purchase order, marketing/sales in south part of Kerala.
* Collaborate and network to share cases, experience and connect.
* Handle ‘out of office work’ - meeting suppliers, and handle all general marketing issues.
* Arranging Meetings with Suppliers and customers accordingly.
* Handle all day to day office necessities

ACADEMIC CREDENTIALS

**Diploma in Computer Science** KIET (2008-11) 65%

**Higher Secondary** Kerala State Board (2006-08) 57%

**Secondary School** Kerala State Board with (2006) 60%

COMPUTER SKILLS

Proficient in MS office tools.

Working knowledge in Microsoft Outlook

LANGUAGE PROFICIENCY

Languages Known: English, Hindi, Malayalam and Tamil

DECLARATION

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.