**Email**: [emil.383909@2freemail.com](mailto:emil.383909@2freemail.com)

**PERSONALITY TRAITS**

* Inspires positive change, and **leads by example**
* **Committed** to deliver results
* **Inquisitiveness to learn**
* Convincing skills, enthusiastic and conscientious
* Ability to prioritize tasks with **high degree of flexibility** with time bound action
* Disciplined and Punctual

EDUCATION

MBA|2015

****Bharathiyar University****

**Tamilnadu,** INDIA

|  |
| --- |
| **BCom/Computer applications**|**2010**  **Mahatma Gandhi University**  Kottayam, INDIA |

**OTHER CERTIFICATIONS**

(Non Destructive Testing)

RT. UT MPT /Eddycurrent Testing QA, QC based training

**IT SKILLS**

**Windows O/S**

**Microsoft Office Excel, Word, Power Point**

**PASSPORT DETAILS**

valid till 11-3-2021

**PERSONAL DETAILS**

Indian citizen

DOB: 6th,December, 1988

**LANGUAGE SKILLS**

English, Arabic, Hindi, Tamil & Malayalam

**PROFESSIONAL PROFILE**

* Proven working experience as a procurement specialist.
* Knowledge of sourcing and procurement techniques as well as dexterity in understanding the sourcing market.
* Negotiations and networking.
* Qualified HR manager.
* Aptitude in decision-making.

**MANAR OFFICE EQUIPMENTS &TRADING| Procurement Manager**

RAK, UAE/May, 2013 – till date

* Devise and use fruitful procurement strategies and discover profitable suppliers and initiate business and organization partnerships.
* Negotiate with external vendors to secure advantageous terms.
* Finalise purchase details of orders and deliveries.
* Track, analyse and report key functional metrics to reduce expenses and improve effectiveness.
* Perform risk management for supply contracts and agreements.
* Revieworders, create requisitions for purchased items, and manages approval process.
* Tracks order acknowledgement, prepares and communicates shortage and backlog reports, and provides visibility of potential interruptions to internal customers.
* Leads the HR department.
* Identifies opportunities and implements actions to achieve efficiencies.
* Provide training and assistance for new staffs.

**Masters Cab** | **Team Coordinator**

Kochi, INDIA /October, 2011 – April, 2013

* Assigns taxicabs to taxi drivers and maintain record of assignments and trip data.
* Reviews report of meter readings taken from incoming cabs for accuracy or takes and records taximeter readings.
* Maintain records of mileage traveled and fuel used.

**Popular motor world** | **Sales Officer**

Muvattupuzha, INDIA /December, 2010 – September, 2011

* Approach and assist new customers.
* Determine the needs of the customer by listening and asking questions.
* Perform walk-around with customer and demonstrate features of suitable automobiles
* Effectively close automotive sales
* Reports to the sales manager regarding objectives, reviews, analyses, and planned activities
* Review sales statistics and actions to determine how to better utilize time, plan more effectively, and improve sales.

EMIL

Procurement Specialist