***CURRICULUM VITAE***

# SEEMSON

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| ***Email ID:*** |  | ***Profile:*** |
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| ***Seemson-393076@2freemail.com******Permanent Address:******Karnataka, INDIA.******Current Address:******Sharjah, UAE.*** | **Dedicated Purchase Executive with distinguished 8-year career rendering purchase, sales, marketing & new business development operations for turnaround and high-growth of organization. Consistent performance with strong track record, positive attitude with ability to handle assignments under high pressure. Responsibility of fully computerized and ERP procurement, screening of requisition prior to forwarding for procurement. Analyzing vendor performance, price variance and purchase related all responsibilities. Expert presenter, negotiator and businessperson able to forge solid relationship with strategic partners and build consensus across multiple organizational levels. Fluent in English.** |
|  |  | ***Professional Qualification:-*** |
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|  | ***Bachelor of Arts* with 63*%* marks from K.G.F.G College, Hosanagara, Shimoga (Kuvempu University),year 2008.** |
| ***Personal Data:*** |  |
|  | ***Education:*** |
| ***Born on :- 26th Feb, 1988******Gender :-Male******Marital status:- Married******Nationality:- Indian******Visa Status : Visit Visa*** |
| * **SSLC from Karnataka State board, Shimoga with 62% marks.**
* **Pre-University from Karnataka State Board Shimoga with 61% marks.**
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|  |  | ***Skill Set:*** |
| ***Languages known:-******1.English******2.Hindi******3. Kannada******4. Konkani******5.Tamil*** | * **Procurement of materials**
* **Material management**
* **Budgeting& Documentation**
* **Contract negotiation**
* **Negotiating with vendors**
* **Vendor management**
* **MIS & Reports**
* **Data Management**
* **Presentation, Design & Concept**
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## Professional Experience:-

### – DUBAI (UAE).

### Designation: Purchase Coordinator.

**Duration**: From November 2016 to December 2018.

UPF imports a range of Garment items for our home brands originating from different countries and supply them to other department stores and renowned customer brands throughout UAE & other GCC countries.

## Duties & Responsibilities:

* Responsibility monitoring the monthly purchasing reports & place the order according to the available stock.
* Worked closely with departmental managers & director to help create accurate budgets.
* Worked closely with warehouse & inventory team to make sure that proper product levels were always maintained.
* Prepare purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiated terms and conditions.
* Assisted in designing and implementing the new purchasing computer network.
* Search of new suppliers local or international for new development products.
* Assist Shipping & Receiving department with shipment /transportation related discrepancies and variances. Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit of margin.
* Maintains contact with all clients in the market area to ensure high levels of client satisfaction.
* Inspection & approve of quality and shipment samples
* Claims from the supplier in case of Damage/Quality/Shortage.
* Reviewing the Drawings with the products.
* Submitting monthly reports to higher authorities.
* Submitting monthly MIS reports to finance with presentation.
* Reviewing the Stock movement.

### BENGALURU.

### Designation: Marketing Executive. (Domestic Textile Industry)

### Duration: From March 2015 to May 2016.

## Duties & Responsibilities:

* Assisting the Marketing with Quotation and processing orders.
* Meeting consultant for obtaining Master approval for our products.
* Store & Inventory control
* Handling Payments.
* Responsible to work with various process involved in the project and resolve processing issues
* Ensuring smooth functioning of operations by doing QC.
* Coordinating & helping team members to achieve their targets.
* Monitoring productivity and quality on daily basis.

### BENGALURU.

### Designation: Import/Export Executive. (Garment Exports)

### Duration: From August 2011 to February 2015.

## Duties & Responsibilities:

* Documentation & Custom Clearance in Export / Import Procedures (Invoice, P/L, Bill of Lading, Certificate of Origin).
* Banks for Documentations, manage Import and Export and Inward-Outward Remittances.
* Managing all queries and inventory documents as per customs and management requirement.
* Prepare effective proposals, presentations on business development opportunities for management.
* Quote, Negotiating rates, Order processing & Sales Support.
* Store & Inventory control
* Handling Payments.
* Product selection upon customer specification.
* Responsible for the management and up-keeping of the records/documents.
* Coordination with the project and factory for all the requirements.
* Managing all project requirements as per site requirement.
* Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
* Calculate costs of orders, and charge or forward invoices to appropriate accounts.

***Computer Proficiency:-***

**Sound knowledge of Basics (MS-Office, MS-Excel, Outlook, Internet, etc.)**

**Worked in ERP &JD Edwards.**

***Strengths:-***

1. **Positive &Flexible**
2. **Self–motivated**
3. **Result Oriented**
4. **Dedicated & Hardworking**
5. **Good communication & interaction skills**

***Hobbies:-***

#### Reading books, sports (Volley Ball & Cricket).

* **Exploring new places.**

***Achievements (Extra-Curricular):-***

* **Participated in India south zone inter university volley ball championship.**

*References available on request.*

***Declaration:-***

I hereby declare that the above information mentioned by me is correct to the best of my knowledge and belief.

Place: Yours Sincerely,

Date: SEEMSON