

**CONTACT DETAILS**

**Email**

[**Amir-393649@2freemail.com**](mailto:Amir-393649@2freemail.com)

**PROFESSIONAL SKILLS**

**SAP AND FIDELIO SYSTEMS**

**MANAGING PURCHASE ORDERS**

**INVENTORY CONTROL PROCESS**

**PURCHASING TECHNIQUES AND TOOLS**

**MANAGE AND MAINTAIN GOOD RELATIONSHIPS WITH VENDORS**

**DETERMINE TYPE AND QUANTITY OF MERCHANDISE NEEDED**

**PROCUREMENT SPECIALIST IN ALL FUNCTIONS**

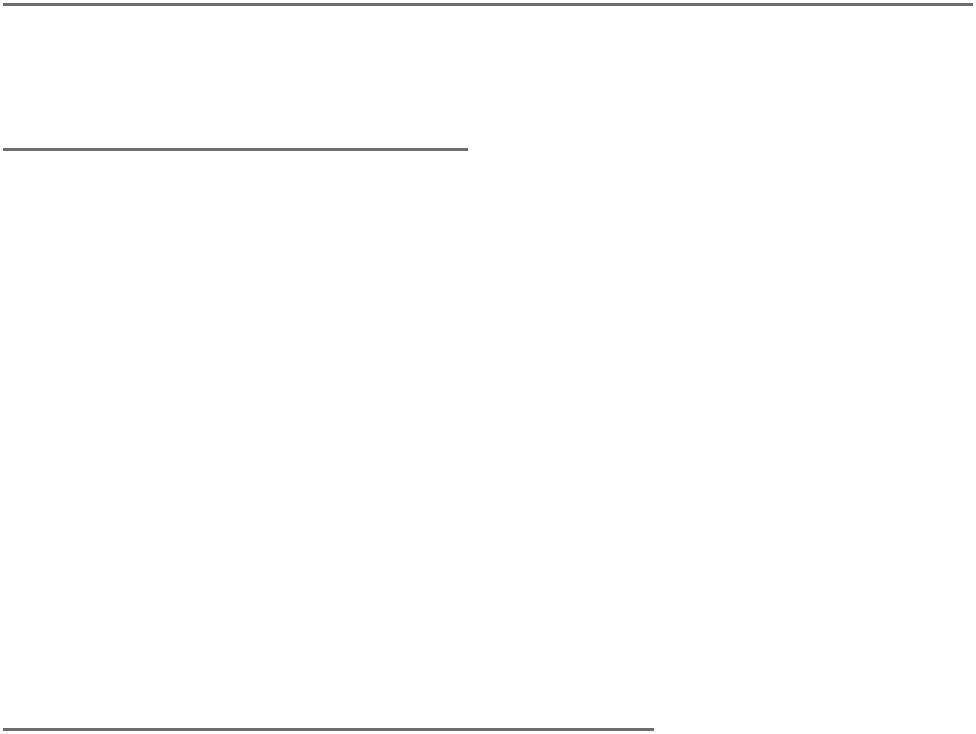
**AMIR**

**An energetic and committed executive level professional with over 10 years of work experience and is fully conversant with modern procurement and purchasing techniques. Responsible for procurement of all materials required by various departments within specified time with cost eﬀectiveness and maintaining good quality.**

**Strongly capable in building excellent professional relationships with managers and colleagues at diﬀerent levels, well-versed in meeting deadlines, adaptable to new roles and responsibilities and promoting teamwork.**



**EXPERIENCE**



**Mar 2017 – Oct 2019** **Bin Hendi Enterprises L.L.C - Dubai**

**GROUP PURCHASE EXECUTIVE**

**Operating since 1974, BinHendi Enterprises is one of the UAE’s leading and most respected business conglomerates engaged in general trading, hospitality, fashion, real estate, watches and jewelry, construction, media, and advertising. Over the years, the group has successfully introduced many world-renowned high-class brands to the UAE.**

* **Reviewed and approved purchase orders before ordering goods for F&B, RF and Corporate departments.**
* **Processed purchasing requests and maintained purchasing logs.**
* **Contacted vendors to obtain price quotes and performed negotiations.**
* **Resolve issues with contracts and supplies.**
* **Preparing comparison sheets before processing the order.**
* **Ensured that all purchase operations were performed in accordance with company policies and procedures.**
* **Followed-up on delivery schedules, and invoice queries.**
* **Communicated and coordinated with accounting department on suppliers' payment matters.**
* **Managed deliver schedules and status of goods.**

**Feb 2013 – Jan 2017** **Alternative Dining - Dubai**

**PURCHASE & OPERATIONS EXECUTIVE**



**Is a food chain providing delicious Arabic food on demand and dining under the brand of Tawasy and Dukkan Shawerma + Falafel, I am responsible for all the restaurants and head oﬃce Management, Construction of new outlets, Dealing with existing and new franchises, Food management and arranging daily requirement.**

* **Responsible for providing all the required contracts to carryout operation issues.**
* **Responsible for procuring all the municipality documentations as per the requirement of the territory of the store situated.**
* **Providing all kinds of guidance and support to the franchiser to open DUKKAN® concept quick service restaurant.**
* **Participating kickoﬀ meeting and providing all the support to start the fit out job of the franchisers outlets.**

**Jan 2007 – Jan 2013** **Gulf Composite Materials L.L.C - Dubai**

**PURCHASE & ADMIN OFFICER**

**Established in Dubai since 2006, GCM is a UAE private company specialized in manufacturing prepregs using epoxy, phenolic, and epoxy vinyl ester resins. My responsibilities include administration, local / International purchase/logistics and facility management.**

* **Supervised working of administrative staﬀ and ensured documentation of all system procedures.**
* **Developed and maintained various operating procedures for business.**
* **Analyzed policies and ensured compliance to ISO and HACCP guidelines.**
* **Created and negotiated standards with vendors for oﬃce equipment and oﬃce supplies for the leading investment company on Wall Street.**
* **Developed and delivered status updates to the Executive Vice President.**
* **Prepared purchase orders for suppliers and arranging orders on time.**

**LANGUAGES**

**ENGLISH**

**ARABIC**

**HINDI**

**PUNJABI**

**IT SKILLS**

**SAP**

**FIDELIO F&B SYSTEM**

**ADOBE PHOTOSHOP**

**ADOBE ACROBAT READER / WRITER**

**TYPING ENGLISH SPEED**

**PERSONAL DETAILS**

**Date of Birth**

**20 Jan, 1978**

**Profile**

**Male, Married**

**Nationality**

**Pakistani**

**Visa Status**

**Visit Visa Till Feb, 2020**

**Mar 2005 – Nov 2006** **City Moon Computers L.L.C - Dubai**

**ADMIN OFFICER**



**Started in Dubai 2004 built on many years of expert’s experience, City Moon Computers oﬀers a wide range of software applications, IT services and web-based solutions including website design, web development, and E-Commerce. I was working there as IT Support Executive also taking care of their administration issues.**

* **Input returns onto system.**
* **Handling oﬃce documents.**
* **Responded to in-house and customer queries.**
* **Managed error database and recorded outcomes.**
* **Handled promotional orders including conducting sales admin.**
* **Supported other departments as required.**

**Feb 1999 – Nov 2004** **Ali Akbar Spinning / Fabrics Mills – Pakistan**

**ADMIN & OFFICE ASSISTANT**

**Ali Akbar Spinning was founded in 1989 having one of the most progressive spinning set up in Pakistan with production capacity 6,000 metric tons of years per year. Worked there as Admin and Purchase oﬃcer.**

* **Proficient in Microsoft Oﬃce Suite (Word, Excel, Outlook, PowerPoint) and managing, arranging, and coordinating executive calendars, travel, contacts, conference bridges, appointments, and luncheons/events.**
* **Demonstrated capacity to provide comprehensive support for senior-level staﬀ, including managing and coordinating projects and processes in support of eﬀective business operations.**
* **Administer banking, deposits, account registry, payroll, and distribution of employee checks.**
* **Regularly acknowledged by leadership for timeliness and attention to detail.**



**EDUCATION**

|  |  |
| --- | --- |
| **2003** | **B.C.S** |
| **Lahore – Pakistan** | **COLLEGE OF BUSINESS ADMINISTRATION** |
| **1996** | **INTERMEDIATE** |
| **Lahore – Pakistan** | **GOVT. COLLEGE RAILWAY ROAD** |
| **1993** | **MATRICULATION** |
| **Lahore – Pakistan** | **SYED PUBLIC HIGH SCHOOL** |



**TRAINING PROGRAMS & CERTIFICATES**

**PIC TRAINING (APEX FOOD CONSULTANT, DUBAI – UAE)**

**ISO 9001:2008 INTERNAL QUALITY AUDIT TRAINING COURSE (QUALITY RELIANCE MIDDLE EAST MGT, ABU DHABI - UAE)**

**DIPLOMA IN GRAPHIC DESIGNING (COLLEGE OF BUSINESS ADMINISTRATION, LAHORE - PAKISTAN)**

**REFERENCES**

**Furnished promptly on request**