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| Fasil | | |  |  |  |  |
| E-mail: [fasil-395017@2freemail.com](mailto:fasil-395017@2freemail.com) | | | | | |  | | --- | |  | |  |
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| Dubai, UAE.  Visa status: Visit visa | | | ` |  |  |  |
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| **Objective** | |  |  |  |  |  |
| A Qualified **Purchaser** intend to build a career with leading corporate of good environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to works under pressure in challenging and creative environment.  **Key Skills**   * Effective communication. * Excellentnegotiation&conflict resolution skills. * Time Management Skill, Integrity & Positive Attitude. * Ability to lead the team and manage to control the staff.   **Professional Summary** | | | | | | |
| **Purchaser–Dubai ( Jan 2014 – Jun 2019)**   * Coordinate all procurement activities for a high footfall. * Develop and implement sourcing strategy in coordination with other department. * Analyses supplier quotes and negotiates price to deliver quality and cost effectiveness while abiding by the delivery timeline. * Negotiates purchase pricing, issues purchase orders, negotiates Terms and Conditions, establishes supply agreements, and resolves supplier problems. * Manages assigned workflow queues to resolve purchase order problems, invoice issues and supplier records. * Manage the day to day financial transactions of the company. * Manage the home appliance maintenance, vehicle maintenance and monthly activity tracking and reporting. * Handle cash management and maintain petty cash book * Reports any issues with suppliers to management and works with supplier to resolve the issues as assigned by higher management. * Analyses supplier performance and develops strategies for improvement and generates reports   **FacilitiesCo-ordinator– (Jan 2017– Jun 2019)**   * Receive calls and respond on timely manner. * Direct and manage any facilities if anyrepair. * Update and maintain records to track maintenance and repairs. * Coordinate preventive maintenance and repair programmes on all site. * Manage all vehicle, tracking and RTA related task like registration, renewal, insurance etc…. * Manage routine service for tools and equipment’s. * Scheduling facility service like cleaning, pest control etc… upon customer request. * Supervising multidisciplinary teams of staff including cleaning, drivers, maintenance and gardner. * Prepare report based on customer feedback on timely manner.   **Purchase assistant– (Sharjah. Dec 2010 toNov-2013)**   * Monitoring stock level and identifying purchasing needs. * Researching potential vendors * Track order and ensure timely delivery. * Update internal database with order details(dates, vendors, quantity, discounts) * Conduct marketing researching to identify pricing trends. * Evaluate offer from Vendors and negotiate for better price. * Prepare cost analysis. * Verify supplier invoices with approved delivery note.   **Education Qualification**   * Bachelor of commerce (University of Calicut, Kerala, India) * HSE   **Technical Qualification**   * Oracle , Tally , Pact * Ms Office and Outlook   **Driving License**   * Holding valid manual UAE Driving License (5Years)   **Personal Information**  Nationality : Indian  Religion : Islam  Date of birth : 30th May 1986  Marital Status : Married  Languages Known : English; Hindi; Malayalam  I hereby declare that the above given details are true to the best of my knowledge.  **Fasil** | | | | | | |
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