

Hussain Haider Topiwala

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Real Estate Agent | Property Management | Short Term Leasing Consultant

OCCUPATIONAL CONTOUR

One Broker Group, Dubai: Nov 2021 – Till Date As Real Estate Agent

Area of Specialty: Dubai Marina

- ☐ Contacting potential clients through calls, emails, etc. to offer them property consultancy services
- ☐ Monitor the property market to watch out for new and old properties up for sale
- ☐ Put properties up for sale and rent by advertising them on various media and advert channels
- ☐ Conduct research and analysis of property market to identify areas with increasing demand and profitability margin
- ☐ Scheduled walkthroughs of prospective properties and guided clients through each home's feature and value
- ☐ Liaising between tenants and maintenance contractors in-case of any maintenance request
- ☐ Maintained and prepared tenant's move in and move out report. Even maintained the inventory list of Fixture's, Furniture's and Equipment's in-case of apartment being rented fully furnished.

Prestige Luxury Real Estate, Dubai: Nov 2020 – Sept 2021 As Real Estate Agent

Area of Specialty: The Springs & Meadows

- ☐ Contacting potential clients through calls, emails, etc. to offer them property consultancy services
- ☐ Monitor the property market to watch out for new and old properties up for sale
- ☐ Put properties up for sale by advertising them on various media and advert channels
- ☐ Conduct research and analysis of property market to identify areas with increasing demand and profitability margin
- ☐ Evaluate the objectives of an investor to identify their needs and requirements
- ☐ Give clients recommendations and advice on appropriate property investments to make
- ☐ Maintain a database of commercial and residential properties available on the property market
- ☐ Conduct price negotiations with property agents on behalf of a client to reach a favourable bargain.

Oman Oil Marketing Company S.A.O.G., Muscat: Jun 2016 – Oct 2020 As Procurement Executive

- ☐ Achieved a savings of USD 2 Million since joining by negotiating the best prices and terms with vendors
- ☐ Reduced the average cycle time for RFQ's; from receiving the scope to issuing the Purchase Order from 12 days to 7 days
- ☐ Delivered significant time savings and improved supplier relations by implementing long term/ call-off contracts for various routine purchases and services, including:
 - IT Stationary; Legal Services; Filling Station Underground Tanks and Other Fueling Equipment's; Signage/ Branding; Transportation and Maintenance/ Facilities Management
- ☐ Independently handled Strategic Projects, including Point of Sale & Back Office System for 100 Convenience Stores Project (Project Worth USD 2 Million) and Construction Projects involving the building Service Stations (Project Worth USD 1 Million Each)
- ☐ Auction zero valued assets; steel scrap; vehicle's; machineries; equipment's; furniture's & fixtures internally; externally and evaluate the received bids. Made a revenue of around USD 900K in auctions for the company till date.

Al Jaber Catering & Housing, Abu Dhabi, UAE: Dec 2013 – Apr 2016
As Junior Buyer

- ☐ Maintained a huge database of vendors in MS Excel and facilitated seamless support to Senior Buyer in drafting Purchase or Service Agreement's; Award Letters and Contract Extension Letter's
- ☐ Consistently achieved targets by scheduling or expediting deliveries and resolving shortages, missed or late deliveries by contacting suppliers
- ☐ Led the entire buying functions in the Organization, including analysis of vendor quotations and selecting services or products from suppliers based on price and quality
- ☐ Contributed in reviewing existing systems/ procedures and designed internal controls/quality audit checks for various operational areas for achieving higher operational efficiency, resource rationalization and cost reduction
- ☐ Handled bids in accordance with the procurement procedure manual, assisted in creating budgets for timely procurement of materials to ensure smooth execution of projects and planned, negotiated and finalized orders' and managed its documentation

Atlantis, The Palm, Dubai, UAE: Sept 2010 – Oct 2013
As Asset & Procurement Coordinator

- ☐ Created RFQ's as per the specifications requested by the internal stakeholder's while carrying out activities related to procurement of Fixtures, Furniture and Equipment
- ☐ Analyzed bids, performed value and cost analysis, selected products and vendors complying with existing policies and procedures while providing seamless support to other staff members in accomplishing daily operative tasks
- ☐ Developed and negotiated with suppliers for finalizing the pricing & terms of the contract while defining delivery timeliness of materials thereby ascertaining uninterrupted operations
- ☐ Contributed in budgeting and allocating funds for procurement and sourcing of commodities ensuring their optimum utilization. Monitored the incoming material supplied by vendors and ensuring their quality as per specifications
- ☐ Orchestrated the required supplier due diligence, qualification and periodical evaluation in order to assess value of services / products, decision-making on future collaborations and kept update of approved vendor list
- ☐ Processed Purchase Orders in Oracle JD Edward's Application
- ☐ Expedited the outstanding orders to ensure delivery requirements are met
- ☐ Managed and updated Contracts Log, sent notification emails to the Contract holder prior to 3 months of contract expiry
- ☐ Conducted Barcode Tagging of FF&E Assets as soon as it arrived at the designated Receiving Area
- ☐ Performed physical verification of assets once a year along with the Finance Fixed Assets Team

ACADEMIA

Certified Purchasing Professional (CPP) - American Purchasing Society
Post Graduate Diploma in Professional Accounting and Auditing from Eduqual - UK
Bachelor of Business Administration in Retail - Jaipur National University, India
Chartered Institute of Procurement and Supply (CIPS) - UK – Level 2
Certified International Supply Chain Professional (CISCP) – IPSCMI, USA
IGCSE O Levels from Arab Unity School, UAE

TECHNICAL SKILLS

ERP – Oracle R12; Tally; Winsoft Gold
Microsoft Office Suite (Word, Excel, Access and PowerPoint)

PERSONAL DETAILS

Date of Birth: 27th Apr, 1989 | Nationality: Indian

Driving License: Valid GCC & Own Car

Visa Status: Current Employer's Visa | Dependents: 2

Languages: English, Hindi, Gujarati and Urdu

Please scan to capture
contact details

