



RASHID K.K

Store In-Charge cum Purchase Assistant

CONTACT

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Dubai, UAE

EDUCATION

IOSH MANAGING SAFETY UK (DIPLOMA)
International HSE. Proclus Academy Dubai, UAE

FIRST AID SAFETY
St. John ambulance association,
New Delhi-Indian red cross society

SOFTWARE SKILLS

TALLY
ORION
MS OFFICE

WORK EXPERTISE

- Product support
- Ware House Management
- Techno-Managerial Operations
- Project Feasibility / Costing / Budgeting and Forecasting
- Contract Negotiations
- Purchase Management
- Issuing Quotations and finalizing LPO.

CAREER OBJECTIVE

To leverage my expertise as a Store In-Charge and Purchase Assistant, combining my skills in inventory management, staff supervision, and procurement to enhance operational efficiency and contribute to the seamless functioning of an organization. Seeking a dynamic role where I can optimize inventory, streamline purchasing processes, and support overall business growth through strategic decision-making and effective team collaboration.

PROFESSIONAL EXPERIENCE

STORE IN-CHARGE CUM PURCHASE ASSISTANT

Al Huraiz Establishment for Industries (EVERHOT) Dubai, U.A.E.

September 2020 – Present

PURCHASE ASSISTANT

- Vendor research and selection to enhance profitability, reducing operating costs and boosting efficiency.
- Maintaining cordial working relationships with vendors
- Signing and reviewing purchasing agreements with vendors, monitoring their performance and renegotiating contracts.
- Using quarterly and annual data to determine purchasing needs and performing inventory management.
- Managing and preparing purchase orders.
- Coordinating with suppliers and staff members for delivery and shipments.
- Compare deliveries with purchase orders to identify discrepancies.
- Project based materials analysis and making purchase order.
- Reports any issues regarding raw materials to the production and purchase manager.

STORE IN-CHARGE

- Overseeing the inventory of products includes track of stock levels, restocking items, and ensuring that adequate quantities of products available for customers.
- Receives and inspects all incoming materials and reconciles with purchase orders.
- Processes and distributes documentation with purchase orders, reports, documents & tracks damages and discrepancies on orders received.
- Provides monthly report for inventory levels and store performance to higher management.
- Receives, stores, tags and tracks surplus property.
- Receives and stores raw materials and chemical supplies; and maintains record of approved document.
- Handles and documents storage and transportation of hazardous materials.
- Monitoring the warehouse, records area and stores area in a neat and orderly manner.

LANGUAGES

- English
- Malayalam
- Hindi

PERSONAL SKILLS

- Tenacity and diligence
- Demonstrated leadership
- Team building capabilities.
- Creativity and implementation
- Willingness to tackle new responsibilities.

STORE IN-CHARGE CUM INVENTORY CONTROLLER

Build Line building material trading LLC - Ajman, U.A.E.

December 2018 – 2020

Receiving, inspecting, and organizing incoming stock, ensuring accuracy. Maintain warehouse cleanliness, assist various departments, monitor merchandise movement, and contribute to inventory reports. And prepare for special sales and support production needs. Reporting discrepancies and maintaining stock records are key aspects of this position.

STORE IN-CHARGE CUM INVENTORY CONTROLLER

Fine tools trading LLC - Dubai, U.A.E.

September 2013 – 2018

- Receive and count any incoming stock/assets physically (cross check with the documentation) and electronically in order to ensure accuracy of information.
- Inspect the quality of the received products looking for damaged or wrong items and report discrepancies to the concerned personnel.
- Classify and store items in the warehouse on a daily basis as per shop procedure in order to ensure timely attending and release of products.
- Performing vendor research and selection to enhance profitability, reducing operating costs and boosting efficiency.
- Signing and reviewing purchasing agreements with vendors, monitoring their performance and renegotiating contracts.
- Collaborating with warehouse team to match deliveries against purchase orders and identify discrepancies.