



Mr. AJAY KUMAR

Purchase Officer

SUMMARY:

Purchasing Assistant/Contract seeking a position where I can communicate with other departments, vendors, and executive management to ensure that production/procurement/shipping and receiving goals are met. Capable of actively assisting in all aspects involving inventory control, including purchase order generating, processing and follow up. Knowledgeable of premise liability law, responsible for the management of company Liability Claims and evaluation of policies.

SKILLS AND COMPETENCIES:

- ✓ Experience as a Purchasing Assistant, Purchasing Officer or similar role
- ✓ Good understanding of supply chain procedures
- ✓ Hands-on experience with purchasing software
- ✓ Advanced knowledge of MS Excel
- ✓ Knowledge of market research
- ✓ Solid organizational skills
- ✓ Working knowledge in Aconex documentation management system, Microsoft Applications (Word, Excel, Power Point, and Outlook) and internet access.
- ✓ Ability to work in a fast-paced atmosphere, highly motivated, resourceful and passionate to learn.
- ✓ Can work under pressure with minimal supervision, team oriented and result driven.
- ✓ Able to do multitasking with excellent communication skills and flexible workload.
- ✓ Excellent command of spoken and written English.

PROFESSIONAL EXPERIENCE:

Al Pheniq Trading & Electromechanical LLC - RAK- UAE.
Purchase Officer May 2018 – Till date (Construction)

- ✓ Issue purchase orders to suppliers, distributors and manufacturers accurate.
- ✓ Ensure good received are not damaged handle goods throughout the purchasing process



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RAK – UAE.



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PERSONAL INFORMATION:

Date of Birth : 30th Mar 1999
Gender : Male
Marital Status : Single
Nationality : India
Passport : R7238591

EDUCATIONAL BACKGROUND:

- ✓ Diploma in Civil Engineer

Everest Polytechnic College-Govt.
Tirunelveli, India – (2016 to 2018)

LANGUAGES KNOWN:

- ✓ English
- ✓ Hindi
- ✓ Tamil
- ✓ Malayalam

UAE DRIVING LICENSE:

- ✓ Valid Driving License

COMPUTER PROFICENCY

- ✓ MS Word
- ✓ MS Excel
- ✓ Power Point
- ✓ AutoCAD
- ✓ Adobe Photoshop CS4

HOBBIES:

- ✓ Playing Volleyball
- ✓ Music
- ✓ Travelling
- ✓ Reading
- ✓ Cooking

- ✓ Work closely with relevant department to ensure products purchased are in line with the need of the company.
- ✓ Maintain current awareness of industry market trends.
- ✓ Conduct competitor analysis to identify popular products keep accurate records of purchases made
- ✓ Having strong knowledge of industry market trends and conditions ERP knowledge.
- ✓ Follow up with suppliers for delivery.
- ✓ Stock updating with store keeper.
- ✓ Coordinating with accounts for payments of suppliers.
- ✓ Coordinating with project team regarding timely delivery.
- ✓ Update internal databases with order details (vendors, quantities, discounts)
- ✓ Conduct market research to identify pricing trends
- ✓ Evaluate offers from vendors and negotiate better prices
- ✓ Prepare cost analyses
- ✓ Maintain updated records of invoices and contracts
- ✓ Follow up with suppliers, as needed, to confirm or change orders
- ✓ Liaise with warehouse staff to ensure all products arrive in good condition.

DECLARATION:

I hereby declare that the details furnished above are true and fair to the best of my knowledge and belief.

.....Ajay Kumar