



Asadullah Shaikh

Purchasing Officer

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Dubai Silicon Oasis, UAE

Purchasing specialist over 8 years of professional experience, including construction, hospitality, industry, manufacturing, I.T, and overseas import shipments. Helps the organization accomplish its objectives by bringing systematic approach to evaluate and improve the work flow performance, with excellent interpersonal communication and negotiation skills and ability to develop and maintain mutually beneficial with internal and external relationships.

SKILLS

Highly Organised

Excellent Negotiation Skills

Time Management

Judgment and Decision Making

Flexibility and Adaptability

Analytical Skills

Team Leader

Multiple Industries Experience

ERP Applications

WORK EXPERIENCE

Purchasing Officer

Binghatti Holdings - Dubai UAE

06/2017 – Present

Hospitality, FMCG, Construction, Manufacturing, Developers, Industries, Real Estate



Duties & Responsibilities

- Implement sound purchasing policies, systems and procedures in accordance with Company standards
- Responsible for all purchasing functions, quotations, quality and availability.
- Obtain minimum of three competitive genuine quotations for requirements and ensure that the best product is sourced and purchased.
- Perform cost comparison and analysis.
- Identifies and researches potential new suppliers based on price, quality and delivery speed
- Evaluating vendors, negotiating contracts and preparing price comparisons reports
- End-to-end sourcing, procurement, and execution of subcontractors and materials for all projects
- Oversees supply chain management, including overseas import shipments
- Make value engineering suggestions and analysis
- Negotiate and finalize annual maintenance contracts as per company requirements

Assistant Purchasing Manager

Crown Capital Investments LLC - Dubai UAE

03/2015 – 05/2017

Restaurants Managements Group



Duties & Responsibilities

- Contact vendors and take information regarding competitive prices, availability and quality of goods
- Research pricing information and compare prices and quotations
- Issue purchase orders with coordination of other departments
- Develop a purchasing strategy
- Maintains a healthy and professional relationship with vendors and contractors to ensure good, reliable sources of supply.
- Provide 'Value Engineering' by proposing alternatives to specific materials
- Establish and maintain active relationship with suppliers
- Source, evaluate and recommend new suppliers and materials that help generate cost savings or reduce usage

WORK EXPERIENCE

Purchasing Coordinator

Seven I.T FZE - Complete I.T Solutions Dubai - UAE

10/2013 – 02/2015

Information Technology Equipment's



Duties & Responsibilities

- Generate accurate purchase orders and distribute them within standard time frame
- Organize documents submitted by vendors at time of Purchase Order submission or delivery of goods
- Resolve receiving error issues in database
- Lock prices for as long a period of time as possible. (i.e.: one year or as per management policy)
- Negotiate prices, terms and rebates with suppliers, manufacturers, and trade contractors and administer contracts under direction from Purchasing Manager
- Interact with suppliers in case of delay in delivery of supplies, receipt of damaged or incorrect quantity of goods
- Ensure that purchased materials are utilized properly through effective communication regarding inventory items

Accounts Receivable

Emirates Concorde Hotel & Residence Apartments Dubai - UAE

02/2012 – 09/2013

4 Star Category



Duties & Responsibilities

- Posts customer payments by recording cash, checks, and credit card transactions
- Reconcile credit card back-up to General Cashier Summary and inform Controller of any discrepancies. Bill out credit cards (AMEX, DINERS, etc.). Maintain accurate and legible logs for all credit cards.
- Updates receivables by totaling unpaid invoices
- Resolves valid or authorized deductions by entering adjusting entries
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account verifying totals; preparing report.
- Posts revenues by verifying and entering transactions from lock box and local deposits

EDUCATION

M.Com - Masters in Commerce

University of Sindh Jamshoro - Pakistan

01/2007 – 12/2009

B.Com - Bachelors in Commerce

University of Sindh Jamshoro - Pakistan

01/2004 – 12/2006

OTHERS

Martial Status Married

Visa Status Dubai Residence Visa

Driving License Valid Dubai Driving License

Nationality Pakistan

LANGUAGES

English
Full Professional Proficiency

Hindi
Native or Bilingual Proficiency

Urdu
Full Professional Proficiency

Sindhi
Native or Bilingual Proficiency

REFERENCES

Will be available up on request