



# Ebingeorge Emmanuel

Dubai 

+971555654116 

ebin033@gmail.com 

Holding Valid UAE Driving License 

English, Malayalam, Hindi & Tamil 

To be associated with a firm that offers professional growth while being resourceful, innovative and flexible, particularly looking out for a challenging career and to contribute in its progress through my knowledge and skill

---

## Skills

- Procurement
- Purchase Management
- Vendor Relations
- Planning & coordination
- Document Management
- Team Building
- Team Work

---

## Experience

2014 AUG

### **Purchase Assistant / Government of Dubai, Dubai**

- Assess supplier profiles and analyze offers
- Develop profitable purchasing strategies
- Analysis to identify popular products
- Review the requirements based on the request and getting quotation from suppliers and evaluating the best price among
- Responsible for issuing purchase orders using ARP system
- Review deliveries against the orders to ensure quality
- Liaise with warehouse staff to ensure all products arrive in good condition
- Receiving supplier invoices, preparing payment request and forwarding to finance dept. for the supplier payment and Payment tracking
- Maintained documentation for all purchases
- Prepare and submit detailed reports (revenues, buying expenditures etc.)
- Attend events, fairs and exhibitions to keep abreast of the market's trends
- Monitoring inventory, office stock and ordering supplies as necessary
- Searched for hard-to-find items and found high-quality, reliable vendors.
- Work closely with relevant departments to ensure products purchased are in line with the needs of the company

2012 Feb – 2014 Aug

### **Commercial Assistant/Purchase Coordinator / Spinneys**

- Handling company's petty cash
- Researched market to identify potential customers
- Responsible for the meeting arrangement and scheduling
- Responsible for new business meeting

- Responsible for the mobilization of new site
- Reading the Tender Document, understanding and highlighting the scope of work and cost factors.
- Prepare necessary clarification points required
- Responsible for arranging and scheduling training for the staffs.
- Sorting out the grievances from the staffs.
- Prepare and provide technical documents particular to the project in line with the cost Considerations
- Coordination with Purchase and HR department for updating cost related factors.
- Maintained office supply inventory and ordered new supplies when needed.
- Answered office line phone system and directed calls to optimize office communications.
- Negotiated contracts and product prices by collaborating with vendors and developers.
- Tracked and analyzed reports to determine needed improvements.
- Monitor stock levels
- Getting the quote, compare the difference in price and creating LPO in SAP for the best available price

---

## Education

2016

**MBA / Sikkim Manipal University**

2011

**B.com / Kerala University**

---

## Declaration

I, Ebingeorge, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience