

Reshma Khan

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OBJECTIVES:

To secure a challenging position in the organisation that uses my skills and enables me to make a positive contribution within a progressive organization, which facilitates professional growth and utilization of my qualification and experience.

PROFILE SUMMARY:

- A dynamic professional with over 13 years of experience in Procurement, executive planning and production, Administration, & Operational Management.
- Possess excellent interpersonal, communication and analytical skills with demonstrating abilities in customer relationship management.
- Developed analytical and evaluation skills to make the best acquisition and investment decisions.
- Demonstrate abilities in enhancing healthy relationship with the clients for business and leading workforce towards accomplishing business and corporate achievements.

EMPLOYMENT CHRONICLE:

Emirates Extrusion Factory LLC, Dubai

Designation: Purchase Officer

June 2020 – Till Date

Role:

- Reviewed and approved purchase orders before ordering goods.
- Processed purchasing requests and maintained purchasing logs.
- Ensured that all purchase operations were performed in accordance with company policies and procedures.
- Establish and manage standardized supplier quality and delivery performance metrics to drive achievement of our business unit goals
- Knowledge of import/ export shipments.
- Follow sales order to prepare goods stated for shipment
- Working on VB (Visual Basic- database) systems for issuing PO's
- Coordinated with suppliers to ensure that goods are delivered on-time.
- Manage inventory investments to maximize demand including initial buys, order adjustments, and excess inventory management
- Create forecast of demand to be prepared for upcoming requirements.
- Monitor the supplier lead delivery time with the date of PO issued.
- Works to develop close relationships to key suppliers to enhance supply chain performance
- Work closely with the Operations Managers to develop budgets and review all job costing for effective management.

URS Certification Middle East Dubai,

Designation: Purchase Officer/BDE

July 2018 – May 2020

Role:

- Conducting product research and sourcing new suppliers and vendors.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Conducting market research to keep abreast of emerging trends and business opportunities.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.

- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Establishing professional relationships with clients as well as vendors and suppliers.
- Managing and retaining relationships with existing clients
- Writing business proposals
- Negotiating with stakeholders
- Reporting on successes and areas needing improvements
- Social Media Marketing and Promotion
- Build contacts with potential clients to create new business opportunities
- Keep prospective client database updated

Quattro Training Center Abu Dhabi

Designation: Office Administrator

March 2016 – March 2018

Role:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Prepare and monitor invoices
- Organize travel arrangements for senior managers
- Write letters and emails on behalf of other office staff
- Cover the reception desk when required
- Handle sensitive information in a confidential manner
- Maintain up-to-date employee holiday records
- Photocopy and print out documents on behalf of other colleagues

ICTC Computer Education, Saharanpur, India

Designation: Centre Manager

April 2009– February 2016

Role:

- Successfully managed a computer Institute, Increasing Student Admissions and Grow Compute institute.
- Maintain Expenses Below Budget through Accurate Planning.
- Planned and Managed IT Projects.
- Accountable and Budgeting, Cost Control, Payroll, general Accounting, and Full profit & Loss.
- Planned Advanced Computer Courses.
- Developed Marketing Institute to Increase Visibility of the Computer Institute, analyzed Market demographic, defines the Target Market, and determined Advertising Placement

EDUCATION:

- MCA Manav Bharti University (2010-2012) JRVN university, Udaipur.
- MA in Sociology Education: 2004 – 2006 (C.C.S University, Meerut).
- B.Ed. - C.C.S University, Meerut (2012-2013)
- SSE -2002

SKILLS & ABILITIES:

- One-year diploma in computer's via DOEACC.
- Achieved computer proficiency, demonstrated knowledge of Microsoft Word, Excel, PowerPoint, Adobe Photo Shop, VB, CRM, Tally 9.0, ERP 9.0, NTS Wincash (logistics) and all Internet functions.
- Auto CAD (2D & 3D)

AWARDS & ACHIEVEMENTS:

Finished 2nd in inter-annual school debate competition.

Awarded with TOT (Train the Trainer) certificate from Quattro Training Center Abu Dhabi.

TRAINING COURSES OFFERD:

Trained in First Aid & Safety Measures.

PERSONAL DETAILS:

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|----------------|---|---------------------------------|
| Gender | : | Female |
| Nationality | : | Indian |
| Language known | : | Fluent in English, Hindi & Urdu |
| Visa Status | : | Employment visa |
| License | : | Valid UAE driver's license. |