

Khadija Rahaman

ADMIN ASSISTANT - PURCHASE

khadijarahaman7_9uw@indeedemail.com

050-749 3766

Progressive experience in Administration, Co-ordination, Marketing & Sales and Customer Service. Able to perform under work pressure, deadlines within the team with coordination and multitasking.

Willing to relocate: Anywhere

Work Experience

ADMIN ASSISTANT - PURCHASE

REMAH INTERNATIONAL GROUP - ABU DHABI, AE

November 2016 to March 2019

U.A.E

Responsible for all communications related to Purchase Orders. Reporting to the Purchase Manager. Need to estimate quality and cost of goods/supplies required so that the company able to achieve profit and growth in the market.

Roles & Responsibilities:

- Contact vendor/suppliers for Purchase Order details. Ensure that all the purchases adhere to budget.
- Identify potential vendors with which to arrange contracts.
- Track and monitor purchases from initial order to delivery.
- Compare product deliveries with issued purchase orders and contact vendor in case of discrepancies
- Communication with Accounts for issuing payments to vendors.
- Communication with Logistics Department for the arrival & clearance of shipment related to overseas purchases.
- Responsible until the order is delivered to the End user, payment is received and the project is successfully completed.

Sharing best practices with colleagues, attending team meetings.

MARKETING & SALES EXECUTIVE

QUALITY RELIANCE MIDDLE EAST MANAGEMENT - ABU DHABI, AE

March 2012 to August 2015

U.A.E

Worked as a Marketing & Sales Executive for an ISO Consultancy firm. Reported to Marketing Manager. Being key point of contact between the organization and its clients. Responsible answering queries, offering advice, identifying the client's requirement, analyzing potential client, negotiation for contract until the contract/agreement is signed.

Roles & Responsibilities:

- Calling potential sectors, listening to customer's requirement and presenting appropriately to make a sale.

- Aggressive follow up with potential and interested clients, setting meetings and sending emails.
- Making accurate, rapid cost calculations and providing customers with quotations.
- Creating detailed proposal, negotiation on price, seeking management approval when required until the agreement is finalized.
- Reviewing my sales performance, setting plans to meet the target within the given time.
- Maintaining good rapport with the existing clients, offering new products and renewing contracts.
- Sharing best practices with colleagues, attending team meetings.

ESTIMATION COORDINATOR

GHUZLAN EMIRATES FURNITURE & DECOR - ABU DHABI, AE

May 2010 to February 2011

U.A.E

Provide operational support to the Estimation Manager engaged in the business of Interior Fitout Projects. Ensure smooth operations of the department having a total strength of over 500 employees.

Roles & Responsibilities:

- Coordinating with various departments such as Technical, Production, Estimation, Purchase etc. depending upon the project.
- Coordinating with Contractors, Sub Contractors, Consultants, Suppliers, and Clients.
- Adhering to time lines according to the project.
- Coordinating within the Estimation Department for submitting tenders, receiving enquiry, job-in-hand etc.
- Coordinating with the suppliers, negotiating on price for making estimation as per the project.
- Coordinating for meeting between the estimation manager and supplier.
- Maintaining records and emails. Proper filing and strong documentation.

TEAM MEMBER

BANK OF AMERICA - Hyderabad, Telangana

February 2008 to April 2010

INDIA

Worked with the Home Retentions Department as a Loan Counselor for US Customers in the Call Centre for Bank of America.

Roles & Responsibilities:

- Receiving Incoming Calls and doing Outbound Calls
- Assisting Home Owners (Clients) in retaining their homes by collecting payments and offering payment plans in accordance to their financials.
- Collecting payments such as Check over the phone and recording promise to pay.
- Need to identify the client's problem in order to assist them from defaulting on their future payments. Example: Unemployed, Chronic illness, death in the family etc.
- Responsible for escalation when the client is going through serious problems, needs help and there is nothing we can offer.
- Need to meet targets, calling parameters, quality parameters etc on a daily and monthly basis.

PROCESS ASSOCIATE

GE CAPITAL INTERNATIONAL - Hyderabad, Telangana

August 2004 to February 2006

INDIA

Worked with the Customer Service & Collections Department in Credit Card Division for US Clients.

Roles & Responsibilities:

- Receiving Incoming Calls and doing Outbound Calls
- Collecting payments and assisting clients with payment plans if they cannot make the minimum payment on the Credit Card.
- Need to collect appropriate information incase the client is defaulting every month and is refusing to speak.
- Offering payment plans, add on loans waive late charges or other charges with supervisors approval based on the clients account/history.
- Meet targets on daily and monthly basis.

Education

Bachelors in Commerce in Economics, Commerce

Dr B. R Ambedkar University (Distance Education) - Hyderabad, Telangana

May 2005

Skills

EMPLOYEE RESOURCE GROUP (Less than 1 year), ENTERPRISE RESOURCE PLANNING (Less than 1 year), ERP (Less than 1 year), MS Office (Less than 1 year), Outlook (Less than 1 year)

Additional Information

COMPUTER SKILLS

- Proficiency in MS Office 2007 & 2010
- Outlook
- ERP