



NASIM AHMED

PURCHASE CUM IMPORT COORDINATOR

Al salam Street, New Ind. Area-1,
Ajman, 1885, UAE

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ahmednasim115@gmail.com

ABOUT ME

With more than seven years of expertise in the perfumery industry, I am an experienced Purchase and Import Coordinator known for my excellent reputation in problem resolution, cost-cutting strategies, and driving operational improvements. I possess a keen attention to detail, strong problem-solving skills, and the ability to work effectively under pressure.

LINKS

Social:
www.linkedin.com/in/ahmednasim115

Social:
ahmednasim115@facebook.com

LANGUAGES

ENGLISH

HINDI

ASSAMESE

BENGALI

PERSONAL DETAILS

Date of birth
01 Dec 1989

Nationality
Indian

Marital status
Married

WORK EXPERIENCE

**ALHARAMAIN
PERFUMES LLC**
Ajman
Jan 2017 - Jul 2024

Purchase Cum Import Coordinator

- Coordinated purchasing activities across departments to ensure a unified approach and implementation.
- Source, negotiate, and manage contracts with suppliers, vendors, and service providers.
- Monitor supplier performance, conduct evaluations, and develop strong supplier relationships.
- Negotiated with vendors to secure optimal pricing for materials and services.
- Reviewed vendor quotes to verify adherence to job requirements and specifications.
- Prepared purchase orders for all necessary materials, equipment, and production items.
- Compiled purchase reports to guide management in decision-making.
- Communicated with suppliers to meet production deadlines and order requirements.
- Manage procurement budgets and identify cost-saving opportunities without compromising quality.
- Analyze market trends and supplier risks to make informed purchasing decisions.
- Worked with the accounting department to ensure timely supplier payments.
- Coordinated with shipping companies for efficient goods pickup and delivery.
- Reviewed purchase orders and shipping documents for compliance.
- Resolved issues related to raw materials and pricing variances.
- Managed import documentation procedures.
- Developed cost-effective transportation plans to reduce shipping expenses.
- Evaluated procedures to minimize detention and demurrage charges.
- Maintained a database for licenses and customs clearance for air and sea imports.
- Maintain accurate inventory records and ensure optimal stock levels to meet operational demands.
- Track incoming and outgoing inventory, conduct regular stock counts, and update records to prevent discrepancies.
- Ensure all inventory processes comply with company policies, safety regulations, and industry standards.
- Oversee inventory management to prevent shortages and excess stock.

DRIVING LICENSE

Driving license category

UAE D/L-Automatic

REFERENCES

SHIHABUDDIN AHMED
Alharamain Perfumes LLC
T: +971-561188175
E: purchase2@alharamainperfumes.com

EDUCATION

UTTARAKHAND
TECHNICAL
UNIVERSITY
Dehradun
2014

- MBA
 - Specialize in Marketing and International Business.

GUWAHATI
UNIVERSITY
Guwahati, Assam
2011

- BBA
 - Specialized in Sales and Marketing

SKILLS

STRONG ANALYTICAL & DECISION-MAKING
SKILLS

LEADERSHIP & TEAM MANAGEMENT

COMMUNICATION & RELATIONSHIP
BUILDING

ATTENTION TO DETAIL

NEGOTIATION & CONTRACT MANAGEMENT

PROBLEM-SOLVING & CRITICAL THINKING

ABILITY TO WORK UNDER PRESSURE

TIME MANAGEMENT & MULTITASKING