



# Mr IRFAN ALI KHAN

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## Profile

Marketing MBA with over twelve years of experience in the field of procurement, durable & tele communication with excellent leadership qualities, and relationship management, sales and marketing management skills with in depth understanding of the business process.

Started my career in India with Reliance Communication, Kirlosker Brothers and Lewis Berger paints with my recent position being a Procurement Executive for Aditya Constructions. Undertook different roles in these past years as a Purchasing Manager, Asst Head of Supply.



## Work Experience

12/2019 – 09/2021  
Hyderabad, India

### **Procurement Executive Aditya Constructions LTD**

- Preparing & processing
- requisitions, purchase orders & invoices for purchases.
- Making recommendations &
- advising senior management on all purchasing issues.
- Maintaining records of supplier
- contracts, agreements, goods ordered received.
- Managing vendor relationships
- and building effective supply chain partnerships.

07/2017 – 08/2019  
Al Ain,  
United Arab Emirates

### **Purchaser Mauzan Group of Companies**

- Receiving, preparing and processing Purchase requests from concerned departments-Rash Construction and Mauzan Factory.
- Receiving quotations from various suppliers, comparing and negotiating for a good price. Reporting to the management for price and product quality approval.
- Arranging Sub-contractors related to civil works.
- Liaising with the team and coordinating to deliver the items to the right place on right time. Handling maintenance work requests from 8 sites and 6 Mauzan shops.
- Purchase and delivery of Accommodation requirements concerning furniture's, home appliances etc.
- Handling H.O, FACTORY Office requirements like shelving, Name boards and Monthly Indents. Printing and publishing related work.
- Reporting to head of the department in regard with quotation, price confirmation prior to purchase.

07/2014 – 05/2017  
Hyderabad, India

### **Purchasing manager Buildwell Constructions**

- Negotiating price and terms of products with suppliers.
- Managing, developing & improving the purchasing team. Benchmarking Performance of the Supply Chain.
- Establishing terms, pricing, quality requirements, delivery, and contracts.
- Adhering to all Company policies with particular regard to accounting procedures.
- Administering the on line purchasing systems.



## Work Experience

06/2012 – 06/2014  
Abu Dhabi,  
United Arab Emirates

- Reviewing all contracts/agreements to achieve “best price/best quality” purchasing.
- Preparing & processing requisitions, purchase orders & invoices for purchases.

### **Ast Head of Supply Al Badar International**

- Review and manage the supplier base to ensure consistency with the sourcing strategy.
- Handling material requisites from the construction sites. Sending enquiries to different suppliers.
- Receiving quotations from various suppliers & finding the suitable products. Negotiation of price with suppliers & sending LPO'S.
- Arranging different materials as per the samples and technical specification provided by project engineers.
- Follow up of materials from suppliers and ensuring prompt delivery. Keeping supplier relations & ensuring the credit facilities.
- Clearing all cash and credit invoices.

01/2011 – 03/2012  
Gulbarga, India

### **Rural Territory Manager Reliance Communication Ltd**

- Generate the leads.
- Making new sub Distributors.
- Making new outlets. Handling 13 BTS.
- Handling Two Hub Distributors & Four sub Distributors.
- Handling major areas Shahabad & Chitapur.
- Develops sales environment for promoting exceptional sales figures.
- Meeting existing Distributors & Retailers to solve their issues.

10/2008 – 01/2011  
Gulbarga, India

### **ASE Kirkoskar Brothers Ltd/Lewis Berger Paints Ltd**

- Generate the leads. Making new dealers
- Taking a order from existing dealers.
- Handling five districts.
- Meeting with mechanic.
- Develops sales environment for promoting exceptional sales figures.
- Meeting existing dealers to solve their issues.



## Achievements

- Achieved outstanding performance **Achievement Award as a Purchaser (2018).**
- Successfully completed a 4 month Internship with **ICICI PRUDENTIAL life Insurance Bangalore** on "**A comparative study on marketing strategy an unique features of ICICI Prudential Life insurance co. ltd**"



## Skills

### – LANGUAGES

English



Hindi



Urdu



Kannada



### – COMPUTER SKILLS

MS Office



EZ Business





## Skills

### - MANAGEMENT

Interpersonal



Presentation



Negotiation



Listening



## Education

06/2006 – 05/2008  
Gulbarga, India

**Marketing and HR | Masters in Business Administration**  
**ICFAI National College**

07/2003 – 05/2006  
Gulbarga, India

**Commerce | Bachelors**  
**Gulbarga University**



## Decleration

I hereby declare that the above information are true to the best of my Knowledge .