



FAREED ASLAM

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CAREER OBJECTIVE

I'm a self-motivated dedicated professional with commitment to quality work, looking for a challenging position to utilise my diverse background with a strong and stable company. I'm extremely organized individual with a passion to learn new things and ideas. I'm excited to commit myself to the organization's ideals, values, and objectives as well as to nurture healthy relationships.

STRENGTH

- | | | |
|-----------------------------|----------------------------------|---|
| + Negotiation Skills | + Effective communication skills | + Cost Management Skills |
| + Team-oriented | + Time management | + Problem Solving Skills |
| + Strong Organization Skill | + Energetic work attitude | + Strong commitment to service excellence |
| + Material sourcing | + Community Relations | |

EXPERIENCE

Oryxmix Concrete Products LLC - Sales & Procurement Specialist

01 Jan 2021 - Present

Responsibilities and Duties:

- Prepared purchase orders and sent copies to suppliers and to departments originating requests.
- Determined if inventory quantities were sufficient for needs, ordering more materials when necessary.
- Verified accuracy, terminology, and specifications.
- Responded to customer and supplier inquiries about order status, changes, and cancellations.
- Managing the procurement of products and services.
- Managing and Maintaining contracts with vendors.
- Negotiating and drafting contract terms and conditions.
- Ensuring compliance with all related laws and regulations.
- Managing daily, monthly, and quarterly reports.
- Developing and maintaining supplier relationships.
- Coordinating with other departments.
- Contacted suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Monitored in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Researching and identifying prospective suppliers.
- Prepare proposals, request quotes, and negotiate purchase terms and conditions.
- Monitor supplier performance and resolve issues and concerns.
- Inspect and evaluate the quality of purchased items and resolve short comings.
- Analysing store and inventory management.
- Analyse industry and demand trends and support senior management with development and implementation of sourcing strategies.

ACADEMIC DETAILS

- CMA India (Foundation Level), specialized in Cost and Management – Sahrdya College of Advanced Studies, Thrissur, India (2017-2020)
- Bachelor of Commerce specialized **Computer Application** – Sahrdya College of Advanced Studies, Thrissur (Calicut University, India (2017-2020).

PROJECTS & INITIATIVES

- Under Graduation-
Project Titled- **“A Study on Employee Job Satisfaction”** at Manjilas Double Horse Pvt Ltd.

TECHNICAL KNOWLEDGE

- Internet & E-mail Applications
- MS Office, PowerPoint, Word and Excel
- TALLY ERP.9
- Computer Management
- Mobile Management
- QuickBooks
- SAP
- E-commerce

TRAININGS

- Professional Training on **“Soft Skills”** by Sahrdya College of Advanced Studies, Thrissur -2020.
- Professional Training on **“Competitive Examination Training”** by Sahrdya College of Advanced Studies, Thrissur -2020.
- Professional Training on **“Communicative Skill Training”** by Sahrdya College of Advanced Studies, Thrissur -2020.
- Professional Training on **“Placement Training”** by Sahrdya College of Advanced Studies, Thrissur -2020.

ACHEIVEMENTS

- Subject Topper for IT Management.

EXTRA CURRICULAR ACTIVITIES

- Participant for Basketball championship in 2014.
- Student coordinator for School Exhibition.
- Participated and won school competitions for Sports & Arts.
- Active participation in social works.

FREELANCE Computer Trouble-shooter

- Computer Assembling and Sales
- Computer Software and base hardware troubleshooting

PERSONAL DETAILS

- Nationality - Indian
- Date of Birth - 10 March 1998
- Marital Status - Single
- Languages - English, Arabic (Read & Write only)
 Malayalam(native)
 Tamil (intermediate)
 Hindi (intermediate)
- Hobbies - IT blogging, Electronics blogging and research, Art, Road Trips.

I hereby declare that the above written particulars are true to the best of my knowledge and belief.
I will be held responsible for any deviation from the above-mentioned details.

SINCERELY,
FAREED ASLAM