|  |  |
| --- | --- |
| **ARIF AHMED**  Arif Ahmed Ahmed Manzil, H.No.13-657 Rama Mohallah Shahabad – 585228, Gulbarga District, Karnataka, India.  Contact No: # +971 5810 484 66|+917406499665-India  Email id:[shaikharif07@gmail.com](mailto:shaikharif07@gmail.com), [shaikharif07@outlook.com](mailto:shaikharif07@outlook.com)  Skype ID: **Arifma43** |  |

**Career Objectives:**

To pursue a challenging term career in the field of Construction Business as a Procurement Assistant'. I can utilize my skills, innovative ideas & ready to face new challenges.

**Key Skills:**

* Knowledge of procurement processes, policies and procedures
* Strong emphasis on accuracy and detail
* Ability to handle multiple projects simultaneously to meet goals and deadlines
* Proficient in Microsoft Office programs, such as Excel
* Good time management and organizational skills
* Basic mathematical knowledge

**Total Work Experience In Gulf 5+Years:**

**Employer : (STSCLAD) SPECIAL TECHNICAL SERVICES. L.L.C**

**Position : Procurement Assistant**

**Location : Ras Al Khaimah-UAE.**

**Duration : Nov2020 to Sept 2021.**

**Employer : (CCIC) CONSOLIDATED CONTRACTOR’s INTERNATIONAL.CO.**

**Position : Admin / Procurement Assistant**

**Location : Doha, Qatar.**

**Duration : Dec 2013 to Feb 2018.**

**Duties & Responsibilities:**

* Manage pending invoice file by working with Accounts Payable on pricing issues
* Maintain vendor maintenance file - set up all new vendors for all locations including Corporate
* Monitor and follow-up on open/unconfirmed Purchase Orders
* Coordinate with Storeroom and Operations/Maintenance personnel to ensure timely delivery of emergency purchasing requirements
* Contacted factories, suppliers and transportation firms to make the return process successful
* Operated ERP to check order status and record important data
* Analyzed related data and performed analysis to assist decision making in suppliers and prices
* Prepare and maintaining records of all purchasing orders
* Code all items on purchase orders and enter items in ERP system.
* Print and organize copies to send to companies and Finance departments
* Stamp and code vendor invoices and create new purchase order numbers
* Develop specifications and issue purchase orders.
* Process department requisitions and inquire into accounting and receiving systems to track status of purchase orders via ERP System.
* Communicate with vendors to resolve various discrepancies between purchase orders and invoices.
* Review and request status inquiries from receiving and accounting.
* Review and amend PO's accordingly, in reference to Match Exceptions, and communicate changes to appropriate personnel.
* Continuous development of knowledge and procurement expertise in order to function as a specialist in the area of procurement.
* Contact, advise, and/or assist personnel within the department with respect to delivery dates, sole justifications, specifications, substitutions, supply sources, etc., concerning any aspect of purchase orders originated by incumbent.
* Performs other duties as assigned.

**Maintain And Manage Records Using Excel**

* Communicating with Suppliers
* Data Entry
* Multi-line telephones
* Working with multiple screens
* Customer Service

**Academic Qualification:**

* **B.Sc. in Computer Science** Completed from Gulbarga University, India.
* **Pre-University** (Science) Completed from Dept. of Pre-University Board Bangalore, India.
* S.S.L.C (General) Completed from Karnataka Board, India.

**Technical Qualification:**

Two Years training in Software Application & Programming.

**Software Knowledge:**

* Microsoft Windows (Any Version)
* Microsoft Office (Word, Excel, Power Point), MS-outlook, Explorer.
* Hardware & Networking (A+, N+)
* Data Entry Operation in any developed software.
* Focus software, ERP, VBC (visual Byblos Cyberspace) &HRMS.
* ERP -System.

**Personal Details:**

**Fathers Name :** NASEER AHMED

**Date of Birth :** 4th May 1986.

**Religion :** Muslim

**Nationality :** Indian

**Gender :** Male

**Languages Known :** Can Speak: English, Hindi & Urdu.

**Passport Details:**

**Passport No**  : R 5434157

**Date of Issue** : 17 September 2017.

**Date of Expiry** : 16 September 2027.

**Place of Issue**  : Doha Qatar.

**Declaration:**

I do here by declare that all the above information’s are true and accurate to the best of my knowledge.

Date:

Place: Shahabad. **(ARIF AHMED)**