

SHARBAS SAIDAMMADAKATH

BACHELOR OF BUSINESS MANAGEMENT

VALID UAE DRIVING LICENSE (MANUAL)

Mobile No : 0554454211

Email ID : Sharbassaep@gmail.com

POSITION : COORDINATOR/PURCHASE ASSISTANT



CAREER OBJECTIVE:

To acquire a position with a professionally managed organization, where I would be able to use my strength and skills to the best advantage to my employer. Being a person with commitment and determination, I am looking for a challenge and responsible position.

WORK EXPERIENCE

COMPANY : TOPPAN FUTURECARD INDUSTRIES
SHARJAH

DESIGNATION : COORDINATOR CUM AUDITOR/PURCHASE ASSISTANT
(2018 Dec- Current Now)

Roles & Responsibilities:-

- Banking job controlling as per the Visa and MasterCard rules.
- Develop and update administrative systems to make them more efficient.
- Coordinate teams.
- Guiding and solving queries of departments.
- Coordinating office activities and operation to secure efficiency and compliance to company policies.
- Handling Emails, Phone calls and solving the queries.
- Prepare special audit and job control reports collecting, analyzing and summarizing operating information's.
- Contributes to team effort by accomplishing related results as needed.
- Responsible for delivery goods and vouchers.
- Extensive documentation.
- Handling ERP Making Local purchase order, sales order, production report, production slip etc.
- Compare and evaluate offers from suppliers.
- Track order and ensure timely delivery.
- Review quality of purchased products.
- Enter order details such as vendors, quantities and prices
- Maintain updated records of purchased products, delivery information and invoices.
- Prepare reports on purchases, including cost analyses.
- Making quotations.

WORK EXPERIENCE:

COMPANY : NABAHAK TRADERS
Pazhayangadi, Kannur, Kerala, India
(Paint and Hardware Showroom) 2018 January - 2018 August

Designation : Purchase Officer

Roles & Responsibilities:-

- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Updating and maintaining records of all order, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Establishing all stock is packaged appropriately and delivery to the correct location in a timely manner.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Handling ERP Making Local purchase order, sales order etc.
- Making quotations, prepare reports of purchases, including cost analyses.
- Review the quality of purchased products.
- Compare and evaluate offers from the suppliers.
- Maintain updated records of purchased products.
- Maintain delivery information and invoices.

ACCADEMIC QUALIFICATIONS:

COURSE : BACHELOR OF BUSINESS MANAGEMENT
YEAR OF PASSING : 2017

PERSONAL SKILLS:

- Self-confident, team facilitator and team player.
- Strong problem solving, interpersonal and negotiation skills.
- Ability to manage multiple works at a same time.
- Willingness to learn and quick learning ability.

SOFTWARE SKILLS:

MS Office 2007, MS Office 2003/XP, Norton Utilities, WinFax,
WinZip; ISM, Photoshop, Corel Draw etc.

PERSONAL PROFILE:

Father's name : Mohammed Kunhi C.V
Marital Status : Single
Date of Birth : 15-07-1995
Nationality : Indian
Languages Known: English, Hindi, Malayalam and Tamil

DECLARATION:

I, hereby declare and confirm that the information provided above is true and correct to the best of my knowledge.

Place: **Sharjah**

SHARBAS S.A.E.P