AVIN FRANCIS FERNANDES

Purchasing Assistant / Operations Support(Manpower Operations / Contracts)

📞 +971 56 293 3887 | ✉ avinffernandes@gmail.com | 📍 Al Karama, Dubai, UAE
in www.linkedin.com/in/avin-fernandes/

Purchasing Assistant with experience in F&B orders processing, delivery follow-ups, shipping process and warehouse maintenance. Expert Operations Support with high attention to workforce scheduling & contracts management for a large enterprise .

EXPERIENCE

Purchasing Assistant
Gates Hospitality
📅 **Feb 2021 – Present** | 📍 **Dubai, UAE**

- Evaluating vendors, negotiating prices and preparing reports for the 7 outlets Reform Social & Grill, Bistro Des Arts, Folly, Publique, Ultra Brasserie Emaar, Ultra Brasserie Marina, Workshop by Folly.
- Performing market research for most profitable offers for Food & Beverages, Alcohol, Kitchen Materials, Guest Supplies and Stationary.
- Preparing & processing purchase orders, delivery follow ups behalf of all the company restaurants.
- Managing warehouse stock, shipments processing & material loading/unloading.
- From Sep 2021 – Present, purchasing for 6 EXPO outlets Adrift, Baron, Jubilee, Kutir, The National & Scarpetta.

Operations Support(Manpower Operations, Contracts)
Al Fajer Facilities Management LLC
📅 **Oct 2018 – Oct 2020** | 📍 **Dubai, UAE**

- Responsible for Workforce Planning (2000+ employees): Deployments, preparing monthly Duty Rosters, collecting Attendance.
- Aanalysing and understanding the contractual requirements and communicating with the customers for negotiation, contract renewal and any contract amendments.
- Supported HR in managing the employee relations (Recruitment/Leave Management/Termination/Resignations).
- Analysed/Prepared data, statistics and other information to support research activities and submitted weekly report to the Management.

Support Assistant (Camp Coordinator, Security Operations)
World Security (DP World)
📅 **Jan 2016 – Sep 2018** | 📍 **Dubai, UAE**

Control Room: (Apr 2016 – Sep 2018)
- Responsible for Workforce Planning (3500+ employees): Deployments, preparing weekly Duty Rosters, collecting Attendance and preparing Job Charts.
- Received and relayed telephonic and electronic enquiries to the concerned.

Implementation of Ramco ERP automation product: (Apr 2016 – Jan 2017)
- Provided functional requirements (Manpower/Contracts) to Ramco Systems IT team.
- Conducted UAT (User Acceptance Testing) to ensure that developed systems satisfies the needs of business as specified in the functional requirements.

Camp Coordinator: (Jan 2016 – Mar 2016)
- Performed accommodation related duties for 3500+ people: Bed space management, transport arrangements and necessary announcements/documents circulation.

Technical Support
FINEZI Technologies Pvt Ltd
📅 **Jan 2014 – Oct 2015** | 📍 **Udupi, Karnataka, INDIA**

- Responsible for recruiting candidates for IT, Telecom & Admin positions for the USA clients PG&E, AT&T.

Sales Executive
Axis Bank / Emdrix Pharmaceuticals / PlanetM (Music Shop)
📅 **Mar 2012 – Apr 2013** | 📍 **Udupi/Bangalore**

- Worked as part time sales executive in Axis Bank-Udupi / BDE in Emdrix Pharmaceuticals Bangalore / sales executive in a Music store (PlanetM) Bangalore.

EDUCATION

BCA - Mangalore University
BACHELOR OF COMPUTER APPLICATION
📅 2008 – 2011 | Marks: 65.64%

TRAININGS

RAMCO Software Systems
- RAMCO ERP business suite

Micros | Fidelio - Oracle
- Micros Material Control System.

TECHNICAL SKILLS

Microsoft Excel	Data Validation
RAMCO ERP	Adobe Photoshop
Pivot Tables	Excel V/H Lookups
PHP	SQL	HTML	JAVA Script
IONIC	Angular	MICROS ERP

PERSONAL DETAILS

- Permanent Address: Kundapura Taluk, Udupi District, Karnataka State, INDIA
- Gender: Male
- Languages: English, Hindi, Kannada
- Marital Status: Married
- Date of Birth: 22/05/1989
- Nationality: Indian
- DL: UAE (GCC valid Auto 4 Wheeler)

REFERENCE

Mrs. Kirti	Mr. Rohan Lobo
HR Manager	Income Auditor
AL FAJER FMS, UAE,	GATES HOSPITALITY,
+971 552574476	UAE, +971 522187925

MY INTERESTS

- Spending time with Family
- Online Trainings & entertainment
- Meditation, Jogging & Gymnastics

DAILY ACTIVITIES — TRAININGS, AT WORK, FAMILY & PERSONAL, PHYSICAL FITNESS, ENTERTAINMENT