

Rajakumari Malaka

Purchasing officer

Rajamundry

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00919866582373

- Extensive 4 years of work experience in the field of Purchasing coordinator IN UAE.
- Hand Experience with MS office, Excel, MS word, PowerPoint, Windows98/XP.
- Politely interacting with Clients and visitors for Business development.
- Strong leadership skills to lead a very dynamic team for the improvement and development of the company.
- Answering telephone calls and dealing with clients face to face enquiries.
- Ability to prioritise and organise a heavy workload.
- General knowledge of office procedures and policies.
- Ability to quickly file alphabetically and numerically.
- Good Negotiation Skills with Clients & Suppliers.

Work Experience

Quality Office Engineer

NekkantiSeafood Limited

May 2014 to April 2016

Job Responsibilities:

- Responsible for technical content of projects and able to quantify the work.
- Prepare the scope document and responsibility matrix.
- Manage the engineering Schedule.
- Document and manage the design change control and technical query process.
- Filing, archiving, photocopying, scanning and faxing documents.
- Creating invoices, filing receipts and dealing with all financial documentation.
- Handling confidential information in line with the firms data security protocols.
- Leading team by identifying strengths of team members and allocating the work accordingly.
- Conducting and organizing the meetings and also handling of international certified auditing.
- Tracking and coordinating of all shipments.

Education

Bachelor of Engineering in Biotechnology

KARUNYA UNIVERSITY - Coimbatore, Tamil Nadu

May 2016 to October 2018