

NAZREEN NAZEER

Procurement / Administrator



CONTACT:

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PROFILE

Efficient & organized administrative professional, with 10+ years of experience providing daily executive-level support. Possess strong interpersonal and organizational skills with multi-tasking abilities. Skilled at working effectively with different departments to coordinate information and resolve problems with a gesture of positive attitude and an optimistic personality.

EDUCATION

Masters of Business Administration

American Heritage University

09/2021 – 09/2022

Bachelor of Business Administration

American Heritage University

09/2008 – 09/2011

TRAINING & CERTIFICATIONS

- ✚ **Effective communication and Interpersonal skills** – Spearhead Training centre
- ✚ **Negotiation Skills** – Al Futtaim training centre
- ✚ **Interpersonal & Problem solving skills** – Al Futtaim training centre
- ✚ **Passenger ground services** – Blue Ocean Academy
- ✚ **First Aid (CPR & AED)** – Valpas Safety Services

WORK EXPERIENCE

Procurement Executive & Performance Analyst

SKM Air conditioning LLC – Sharjah, UAE

Nov 2017 – Nov 2020

- Monitoring material shortage reports and ensuring the team actively follow up with the suppliers, until the materials are received in the factory premises.
- Coordinating with the team and checking if system is updated at all point of time.
- To work along with the procurement supervisor to ensure that department's targets and KPIs are met keeping ahead the company objective as the guideline.
- Work along with the supervisor in drafting new systems and process for better performance of the team.
- Creating a detailed business analysis, outlining problems, opportunities and solutions for a smooth business transactions.
- To prepare daily reports and data analysis of material shortages and slippage reports and sending the consolidated feedback from the buyers to the management.
- Processing of capex to finance department and to ensure the purchase order is placed by the purchaser.
- To support procurement supervisor to work with costing for any new product, supplier or price approval.
- To follow up with the finance on supplier payments to ensure a smooth flow of purchase.
- To support procurement supervisor on analyzing buying trends, forecast buying requirements and prepare periodic reports on supplier lead time, price variation etc.
- To support procurement supervisor for re-evaluation and approval of suppliers (including visit) in coordination with procurement engineers.

Commercial Executive – Receivables

Al Futtaim Auto & Machinery Co. LLC – Dubai, UAE

April 2011 – May 2016

- Following up for receivables (due payments) based on the on-going account's receivables report.
- Recording the follow ups and mails in Accounts Receivable collection follow up file for future references.
- Reconciliation of invoices and SOA, for payment process and answer customer queries, and clear out the disputes or discrepancies in the documents by informing the corresponding sales team via mail.
- Maintaining customer master records and updating with required information.
- Expediting overdue payments through methods of reminder letters, follow up calls and updating the payment status to commercial director through AR management meeting.
- Reporting defaulted customers to higher management for taking necessary legal actions.
- Maintaining control of receiving cheques from customers by suitably instructing the cheque collection agency and monitoring collection, thereby ensuring that the cheques are received within the required time.

Administrator & Associate Business Analyst

Happy Yummy Food & Beverages Co. LLC – Dubai, UAE

March 2008 – Sept 2010

- Preparing and processing purchase requisitions as per the customer enquiry
- Preparing quotations as per the order enquiry and sending it to the corresponding customer.
- Handling customer complaints, creating company policies and complying with food and safety regulations.
- Preparing reports on stocks of food products, performance of each kiosks and the sales target achieved.
- Assist other departments wherever necessary and maintain good working relationships.

GENERAL SKILLS

- Advanced knowledge of MS Windows & MS Office
- Considerable knowledge of ERP (LN 10.5 & 10.6) & SAP
- Excellent verbal and written communication skills.
- Maintains client relations & customer focused.
- Organizational development by creating or adapting to organizational structures.
- Strong team work and leadership skills
- Interpersonal skills with active listening, flexibility, responsibility and patience.
- Good negotiation skills contributing to business success.
- Easily adaptable to any environment
- Ability to work under pressure to meet the deadlines

LANGUAGE SKILLS

English : Fluent: read, write & speak

Arabic : Intermediate: read, write & speak

Hindi : Fluent: read, write & speak

Malayalam: Fluent: read, write & speak

PERSONAL DETAILS

Date of Birth : 22/11/1990

Place of Birth : Dubai, U.A.E

Nationality : Indian

Visa Status : Residence

Passport No : N1661740

Driving license : Yes - Issued in UAE