



PROFILE

A bright, talented, ambitious, and self-motivated purchase/procurement coordinator with a strong technical background who possesses self-discipline and the ability to work with the minimum of supervision. A quick learner who can absorb new ideas and can communicate clearly and effectively. Currently looking for an opportunity to join a dynamic, ambitious, growing company.

CONTACT

PHONE:
+971562933245

EMAIL:
tharunaljessour@gmail.com

PERSONAL DETAILS

Marital status : Married
Nationality : Indian
Age : 28
Date of Birth : 02-10-1993
Passport No : L6081276
Visa status : Employment Visa
Languages Known : English, Hindi and Malayalam
Driving License : UAE License

THARUN V D

PURCHASE/PROCUREMENT COORDINATOR

EDUCATION

BTech- Calicut University

2011 - 2015 with 63% Marks

Plus Two- CBSE

2009 - 2011 with 70% Marks

Matriculation- CBSE

2008 - 2009 with 75% Marks

WORK EXPERIENCE

AI JESSOUR BUILDING MATERIALS TRADING LLC- PURCHASE/PROCUREMENT COORDINATOR

2018 - Present

- Review documents submitted by buyers for prospective vendors to ensure compliance with all requirements.
- Organize documents submitted by vendors at time of Purchase Order submission or delivery of goods.
- Update Purchase Orders with current delivery information.
- Assist Purchasing Manager with projects as needed.
- Develop relationships with suppliers to resolve delivery and quality concerns and obtain documents.
- Invoicing the purchase invoices from different suppliers.
- Arranging the materials to different locations as per the requirements.
- Prepare local purchase orders according to the requirements.
- Vendor management and inventory controlling.

SKILLS & STRENGTH

- Ability to work as part of a team and take direction accurately.
- Analytical thinker and problem solver.
- Quick Learner with grasping ability.
- Interactive and high level of accuracy.
- Goodtime management.

TECHNICAL SKILLS

- OPERATING SYSTEMS : Windows 10
- TOOLS : MS excel, MS word
- ERP Software : Axolon