

## Jeson Dmello

Dubai, UAE

E-mail: [jeson098@gmail.com](mailto:jeson098@gmail.com)

Mobile: **+971 563724752**



### Personal Statement

*Applying to this position to gain an opportunity to pursue my dreams and in the process help me to be a part of an esteemed organization to learn and grow both as a professional and as a person.*

### Professional Training and Qualifications

- Valid UAE Driving License
- Hardware and Networking from National Institute of Technology
- Diploma in computer application from Sharada College, Basrur

### My Educational

- B.C.A in 2009 from Mangalore University, Karnataka
- XII standard in 2006 from Karnataka State Pre University, Karnataka
- X standard in 2004 from Karnataka Secondary Education Board, Karnataka

### Professional Experience

#### 1. Purchaser in Fortune Group of hotels 2012/05 to Current Date in Dubai UAE

Job Outline: As a Purchaser is to ascertain that all purchase requests are promptly managed so as not to halt the company's daily operations. I will make sure that whole process go through the company procedures before the procurement process. As a Purchaser, I am very familiar with all the company policies and procedures involved in the requisition, purchase order, procurement, quotation requests, invoicing and delivery of the products. I have a wide knowledge in inventory control, good understanding of financial and accounting principles.

#### My role & responsibilities as a Purchaser

- Conducting research on potential products, vendors and services for the establishment
- Meeting with vendors to obtain price quotes and performed negotiations
- Received an approved purchase requisition from store, production, service, h/keeping, engineering and IT Department
- Reviewed and approved purchase orders before ordering goods.
- Processed purchasing requests and maintained purchasing logs.
- Followed-up on delivery schedules, status of goods, payment delays, and invoice queries
- Liaising with delivery and receive teams to ensure that goods are received on time
- Inspecting purchased products upon delivery and reporting any issues on timely
- Match purchase orders with shipment, and verify billed amount with goods received
- Compile or computing records of items purchased prices, deliveries, and inventories
- Handle invoices and forward to accounting department
- Monitoring inventory control systems and writing orders to refill stock
- Liaison with the Purchasing Manager, Cost Controller, GM and day-to-day feedback on operational control
- Ensured that all purchase operations were performed in accordance with company policies and procedures

## **2. Store Keeper cum Purchase Asst. in Asian Hydraulic Pvt. Ltd 2011/12 to 2012/04 in Mumbai India**

Job outline: The company manufactures and purchase various types of valves and fittings and same sold to customers all over the India. As a head of a store department receiving material, arranging materials, issue of material, issuing purchasing requisition, Supervision.

### **My role & responsibilities as a Store In-Charge**

- Receive and accept materials after properly verifying the documents and quality.
- Ensures that the suppliers follow the rules relating to standard of goods delivered
- Making computerized receipt and issues against invoice and purchase requisition
- Maintain the materials properly and issue old materials earlier in order to prevent them from became old
- Issuing materials only against material requisition with the approval of sales manager.
- Keeps all records in a way that they can be checked at any time for information or audit purposes
- Reporting Day-to-Day work to operation manager

## **3. Computer Operator in City Network Courier (Franchise of DHL & UPS) 2011/01 to 2011/11 Mumbai, India**

### **Computer Operator Role and Responsibilities**

- Entering the data to relating to cargo & couriers in DHL & UPS Software
- Preparing of invoices and receipts
- To filling the documents
- Coordinate with store in charge for dispatch of materials

## **4. Trainee in Reliance Communication World 2010/06 to 2010/12 in Karnataka, India**

### **Telecom industry Trainee Role and Responsibilities**

- Ensuring the Telecom customers all data entered into Databases.
- Sorting and processing invoices from suppliers.
- Answering the phone, fielding and diverting calls
- Entering sales data and customer data information into computer databases using Customer Acquisition Form (CAF) management software.

### **Professional skills**

- Highly experienced in managing purchase orders
- Good knowledge of inventory control process
- Exceptional knowledge of purchasing techniques and tools
- Familiarity with software systems and quick learner
- Ability to manage and maintain good relationships with vendors
- Take the work with great sense of responsibility

### Personal Details

- Date of Birth 28-05-1989
- Nationality Indian
- Sex Male
- Marital Status Married
- Languages Known English, Hindi, Kannada, Konkani
- Hobbies Playing cricket, listening music

### Declaration

*I hereby declare that all the information furnished above is true to the best of my knowledge.*

*Jeson Dmello*