



# Melwin Pais

## Procurement Officer

Experienced and resourceful procurement coordinator with a proven track record of delivering value to organizations through strategic sourcing and contract management. Proven ability to identify cost savings, reduce waste, and improve supplier Performance.



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Karama, Dubai



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## ARTISTIC SKILL

Professional Drama Actor in 'Kalakul Drama Reportory' since 2010 to 2014.

Participated in staged plays across many locations.

Lead actor in many regional Short Movies and documentaries.

Participated in National Drama Festivals and Theatre Competitions.

## LANGUAGES

English

*Native or Bilingual Proficiency*

Hindi

*Native or Bilingual Proficiency*

Konkani

*Native or Bilingual Proficiency*

Kannada

*Native or Bilingual Proficiency*

## INTERESTS

Sports

Movies

Travelling

## EDUCATION

### BCA-Bachelor of Computer Application

Sri Devi Institution , Mangalore

04/2007 - 04/2010

India

### HSE-Health Safety & Environment

Western Institution Mangalore

04/2010 - 03/2011

India

## WORK EXPERIENCE

### Procurement Officer

Key Information Technology, Dubai

10/2020 - Present

Mankool, Dubai

#### Achievements/Tasks

- Ensure the purchase requisition correctly identifies the appropriate materials and services and date required.
- Validate the proper usage of material and service masters in the purchase requisition.
- Coordinated with vendors to ensure the timely delivery of goods and services, including invoicing, payment terms, etc.
- Provided support related to contract negotiations, drafting purchase orders, receiving deliveries, quality control checks on incoming materials, shipping out outgoing products or supplies, etc.
- Availability of the products in the stock or inventory is used to prepare the forecast reports for ordering the stock to maintain the Inventory Flow.
- Developed and maintained effective working relationships with internal and external stakeholders (vendors).

### Purchase Officer

Al Nasr Leisureland Dubai

08/2015 - 10/2020

Oud Metha , Dubai

#### Achievements/Tasks

- Develop and implement strategies for purchasing area aligned with the company's food and beverage objectives.
- Develop and implement strategies for attracting and retaining employees.
- Deliver the company experience for guests and employees.
- Communicate and reinforce the service vision for the hotel to supervisors and employees.
- Keep current on pulse of the guests, constantly seeking opportunities to follow up on their experience
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- Develop and implement strategies and practices that support employee engagement.

## TECHNOLOGIES

Dubai

#### Achievements/Tasks

- Operating system Windows 2003, 2007, 7, XP and VISTA, Tally9, Advanced Microsoft Office & Email Management & Advanced knowledge of internet and web browsing.
- Sage 500 -Software
- CRM