



Dilshad Kalluvettukuzhiyil | Purchaser

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PROFESSIONAL PROFILE

Currently working as a Purchaser at Qamar Al Butinah Trading. 2 years and one month of experience in purchasing field, which includes experience in procuring Bio-medical equipment, medicines, Consumables and quality inspection & expediting of the ordered material and 1 year of experience in procurement of House hold material, Quality inspection and expediting of ordered material.

Domain expertise in handling the procurement operations with key focus on bottom line profitability while ensuring optimal utilization of resources. Expertise in managing entire breadth of commercial operations inclusive of sourcing, contract management, order processing and materials management, etc. Excellent interpersonal, analytical & negotiation skills with proven track record of achieving numerous cost savings accomplishments during the career span. Outgoing with strong and effective organizational and communication skills. Ability to strike a quick rapport with people. Maintain highest level of integrity and honesty. Comprehensive approach to learning, Versatile and learns new tasks/skills quickly.

WORK EXPERIENCE

PURCHASER

QAMAR AL BUTINAH TRADING (SHARJAH, UAE)

25.02.2019 – PRESENT

ASSISTANT PURCHASER

M D C HOSPITAL (KERALA, INDIA)

05.09.2016 – 30.10.2018

PURCHASE OFFICER

GEEPAS INTERNATIONAL PVT LTD (MUMBAI, INDIA)

01.07.2015 – 21.08.2016

SKILLS

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| • Procurement | • Negotiation | • Supplier Evaluation |
| • Material requirement management (MRP) | • Document management | • Sourcing |
| • Supply chain management | • Inventory management | • MS Office |
| • Enterprise Resource Planning (ERP) | • SAP | • Great relationship management |
| • Impeccable time-management | | |

CAREER SUMMARY

PURCHASER

QAMAR AL BUTINAH TRADING

25.02.2019 – PRESENT

Sharjah, UAE

- Conducting research on potential products, vendors, and services, and comparing price and quality to ensure the best deal.
- Meeting with vendors and clients to negotiate the best contracts.
- Prepare and issue the Purchase Orders
- Monitoring inventory and writing orders to refill stock.
- Inspecting purchased products upon delivery and reporting any issues timely.
- Updating all records of purchased products.
- Process payments and invoices.
- Maintain professional relationships with all key suppliers.
- Attend trade shows and exhibitions to stay up-to-date with industry trends.

ASSISTANT PURCHASER
MALIK DEENAR CHARITABLE HOSPITAL
05.09.2016 - 30.10.2018

Kerala, India

- Review and scrutinize the details of assigned Requisition: Viz. Specification, Scope of Supply.
- Issue Invitations to Bid to the reputed Vendors and follow-up the Bids.
- Sort out all pre-bid queries and clarifications.
- Evaluate received technical bids as per end user requirement, which includes technical discussion with end user and supplier, preparation of technical queries to Vendors for their clarifications / confirmations.
- Carry out Commercial Evaluation, Bid tabulations of commercial offers.
- Conduct negotiations and organize meeting with Vendors for techno- commercial clarification and closing out all commercial issue before finalization of Purchase order
- Preparations of Purchase recommendation against selected Bidders and obtain financial approvals from Management for Order commitments.
- Prepare and issue the Purchase Orders to technically acceptable lowest bidder.
- Expedite and inspect the ordered material as per Purchase order.

PURCHASE OFFICER
GEEPAS INTERNATIONAL PVT.LTD
01.07.2015 – 21.08.2016

Mumbai, India

- Research and identify potential vendors.
- Review and scrutinize the details of assigned Requisition and all other relevant documents/attachments.
- Issue Invitations to Bid to the reputed Vendors and follow-up the Bids.
- Evaluate received offers from vendors as per end user requirement.
- Prepare cost analyses and negotiate for better prices.
- Prepare and issue the Purchase Orders to technically acceptable.
- Track orders and ensure timely delivery.
- Update internal databases with order details (dates, vendors, quantities, discounts).
- Develop an active process for measuring supply inventory and determining purchasing needs.
- Maintain strong working relationships with our vendors.
- Stay up to date with industry trends and establish long-term purchasing arrangements with vendors when it is beneficial to the company.
- Compare product deliveries with issued purchase orders and contact vendors when there are discrepancies.
- Maintain updated records of invoices and contracts.
- Follow up with suppliers, as needed, to confirm or change orders.
- Monitor operations to ensure that they meet production standard.
- Recommend adjustments to the assembly or production process.
- Inspect, test, or measure materials or products being produced.

EDUCATIONAL QUALIFICATION

BACHELOR OF TECHNOLOGY	UNIVERSITY OF CALICUT, KERALA, INDIA	2010-2014
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LANGUAGES KNOWN

• English	• Hindi	• Malayalam	• Tamil
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