

# RIYAS AHAMED.J



I have more than 6 years good experience in Hyper Market field. To obtain employment as a Purchasing Agent at one of the Hyper Market in Abu Dhabi and to make a career move that will foster my professional growth and encourage me to go beyond my comfort zone.

## CONTACT

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VISA TYPE: VISIT VISA

VISA STATUS: 15/11/2023

## INTERESTED IN:

- MERCHANDISER
- ADMIN SUPPORT
- DATABASE
- SUPERVISOR

## EDUCATION

### **Alagappa University - Tamil Nadu, India**

B.com (CA)  
2009- 2012.

### **Khyrathul Jalalia Higher Secondary School Kilakarai, India.**

HSC  
2008-2009

## EXPERIENCE

### **ZINAT AL MADEENA SUPERMARKET –**

#### **AL RAHA BEACH, ABU DHABI, UAE.**

#### **PURCHASING REPRESENTATIVE – MAY 2021 to JUNE 2023** **Responsibilities:**

- Obtains purchased items by forwarding orders to suppliers. monitoring and expediting orders
- Verifies receipt of items by comparing items received to items ordered.
- Resolves shipments in error with suppliers.
- Authorizes payment for purchases by forwarding receiving documentation.
- Researching potential vendors, Comparing and evaluating offers from suppliers, Negotiating contract terms of agreement and pricing.
- When new stocks arrived, checking and validating the Stock Items and update the purchase entry.
- Generate product sales report, credit and debit reports, Invoice, Voucher bills.
- Kindly provide best customer service, ask feedback from the customers and if any issue arises from customers, check and solve that.

### **HOMEFRESH SUPERMARKET-**

#### **ELECTRA STREET, ABU DHABI, UAE.**

#### **PURCHASING REPRESENTATIVE- 2017-2022 (4 YEARS)**

#### **Responsibilities:**

- Obtains purchased items by forwarding orders to suppliers. monitoring and expediting orders.
- Verifies receipt of items by comparing items received to items ordered.

#### PERSONAL DETAILS

**Date of birth:** 24/05/1992

**Gender** : Male

**Marital status** : Married

**Father name:** Jahir

Hussain

**Languages known:** English,  
Tamil, Malayalam, Hindi.

**Nationality:** Indian

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**BH BAZZAR SUPERMARKET - KILAKARAI, IND.**  
**SALES EXECUTIVE & CASHIER– 2015 TO 2017 (2 YEARS)**  
**Responsibilities:**

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- Authorizes payment for purchases by forwarding receiving documentation.
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**TECHNICAL SKILLS:**

- MS-Office with Tally.
- Diploma in Computer Application.
- Diploma in Web Technology.

**DECLARATION:**

- I hereby declare that the above furnished details are true to my concern and with the best of my knowledge

**Your Sincerely,**  
**(RIYAS AHAMED J)**