



FAROOK SHAVUKATH ALI

PURCHASING OFFICER

+971568832355

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Al Niyadat, Alain - UAE

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SKILLS

- MS. OFFICE PACKAGE
- MS. OUTLOOK
- TALLY ERP 0.9

LANGUAGES

- ENGLISH
- ARABIC
- URDU
- HINDI
- TAMIL
- MALAYALAM

QUALIFICATION

- BSc., COMPUTER SCIENCE
- POST GRADUATE
DIPLOMA IN COMPUTER
APPLICATION

WORKSHOPS CERTIFICATION

FOOD SAFETY & HYGIENE
CERTIFICATE

PERSONAL DATA

NATIONALITY : INDIAN

DATE OF BIRTH : 15-05-1979

MARITAL STATUS : MARRIED

RELIGION : ISLAM

PROFESSIONAL SUMMARY

Dedicated purchasing professional specializing in co-ordination with vendors and inventory management. Organized and proactive with remarkable project management, communication and planning abilities. Exceptional leader skilled at reducing costs and increasing department efficiency.

WORK HISTORY

Purchasing officer

ELITE Employment Services, Alain, UAE – Jul 2022 – till now

- Received inbound phone calls for the purchase of goods or services.
- Received and analysed supplier's quotation
- Track order and ensure timely delivery
- Updating & maintaining records of all orders, payments & received stock

LPO Encoder

Grand Mart supermarket LLC, Alain, UAE – March2019-July2022

- Data entry to make local purchase for store supplies
- Input, track, and maintain all encoded data and records
- Organize & maintain original paper evidence
- Perform other office task (attending phone calls, emails etc.,)

System analyser

Global East InfoTech LLC, Muscat, Oman - July2016 - June2018

- Analyse & register member's full treatment records which are submitted by our authorized medical service provider
- Data processing through RX on Net, Smart IMS & MS. Excel
- Perform clerical related duties for health claim team.

Retail Outlet Cashier

Al-Rasasi Perfumes company LLC, Dubai, UAE - Oct2008 - May2011

- Collecting payments whether cash or credit
- Resolve customer's complaint, guide them & provide relevant information
- Handle merchandise returns& exchanges
- Maintain sales reports and credit customer's records
- Preparing deposit closing the till & putting back the petty cash.

Senior Sales associate

Shemeena Trading Co. LLC, Fujairah, UAE - Nov2005 - Nov2008

- Welcoming visitors in a polite friendly way & smile at them
- Keeping the shop clean & well merchandised at all times
- Ordering necessary stock according to the schedule & procedure of the company
- Receiving stock, price products and refilling shelves as necessary
- Making sure that all products have either a barcode or a reference number.