



Ali Murtaza

PURCHASE & ACCOUNTS ASSISTANT



Dubai, UAE



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EDUCATION

Diploma In CCNS
CMS IT TRAINING INSTITUTE
2014

PURSING BCOM
FINAL YEAR

EXECUTIVE SUMMARY

Proactive, reliable Accounting/Purchasing Assistant using established contacts and knowledge gained through 4 plus years of practical experience with the ability to quickly learn new systems of operation. Whose overall responsibilities encompass the following; Acceptance and processing of purchase requests from various departments as per clientele requirements. Direct contact with suppliers for the most cost- effective solution for the needed product. Generating the required purchase orders, the track said orders to assure accurate product receipt and distribution.

SOFT SKILLS

EXCELLENT COMMUNICATION
NEGOTIATION AND
INTERPERSONAL SKILLS
STRONG ORGANIZATIONAL
SKILLS
ABILITY TO MAINTAIN VENDOR
RELATIONSHIPS

EXPERIENCE

PURCHASE COORDINATOR

SAIF BELHASA HOLDINGS | 10/2022 – 04/2023

Essential duties and responsibilities

- Reconcile customer material billing
- Maintain daily inventory reconciliations
- Reconcile invoice to purchase order price variances
- Process purchase requisitions and purchase orders
- Track and report material backorders from vendors
- Analyze data and forecast requirements with vendors
- Set up, plan, and coordinate with vendors
- Maintain and create detailed reports
- Track and trace freight
- Perform internal inventory audits
- Complete ad hoc reporting and data entry as needed
- Other duties as assigned

ACCOUNTS & PURCHASING ASSISTANT

VGC Building Contracting LLC | 04/2018 – 10/2022

Responsibilities:

- Responsible for contacting vendors to negotiate to price, placing material orders, and tracking these orders to ensure on-time delivery.
- Attending all project planning and review meetings to expedite the purchasing and delivery of desired project materials.
- Facilitating daily review meetings with Receiving Department Supervisor to anticipate and/or correct delivery issues.
- Scheduling pickup of all raw material scrap bins through our scrap processing vendor.
- Running daily material tracking reports, as well as weekly vendor reports to ensure on-time delivery.
- Responsible for data entry, entering purchasing orders, expediting rush orders, order acknowledgments, and discrepant invoice resolution.
- Working with accounts payable, receiving and vendors in handling pricing, terms or receiving discrepancies.
- Provided direction to vendor sales representatives with reports and advice on current item trends and potential merchandise new to the vendor.
- Accompanied the buyer at trade shows to ensure proper documentation and accounts are set up for new and renewal of merchandise.
- Provided reporting for weekly staff meeting for all vendors and accounts.
- Coordinated pickups and deliveries to meet ongoing production demands.

SKILLS

TALLY

ORBIT

NEGOTIATION

ACCOUNTING

PURCHASING