



NOOR AFSHA



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OBJECTIVE

To leverage my 8+ years of UAE (Dubai) Market experience in various sector as Procurement, Purchaser & Administrative as a Management professional in order to utilize my administrative and interpersonal skills with accuracy & efficiency while maintaining a motivated, productive and goal-oriented environment for the entire professional team on board. Personally, I have the drive & determination to consistently achieve success as a leader in all of the organizations that I have worked with in the past.

EXPERTISE & SKILLS

- Microsoft Office (MS Excel, MS word, MS Power-Point).
- Tally 7.9
- Management & Communication Skills.
- Quick Learner | Decision Maker | Negotiation
- Confidentiality | Prioritising | Time Management

PERSONAL INFORMATION

- Date Of Birth : 29/05/1991
- Marital Status : Single
- Nationality : Indian
- Visa Status : Employment Visa
- Visa Validity : 31/03/2024
- Driving License : U.A.E Driving License

LINGUISTIC PROFICIENCY

- English
- Urdu
- Arabic {read & write}

EDUCATION

- **Brilliance Educational Institute-Sharjah**
Bachelor of Business Administration
- **National Institute of Open Schooling**
12th Grade

EXPERIENCE

BNF Interiors

Accountant

February 2023 - Present

- Track and monitor accounts receivable. Issue and prepare invoices.
- Track and monitor accounts payable. Perform reconciliations.
- Handle, monthly, quarterly and annual closings. accounting and financial guidelines.
- Assist other departments such as HR and Marketing with reviewing of expenses.
- Post and process journal entries to ensure all business transactions are recorded.

Parallax Technology

Purchase Coordinator

Dec 2021- Sept 2022

- Coordinate with supervisor and provide support to all product research programs.
- Evaluate all purchase orders and product plan and maintain track of all receipts.
- Collaborate with internal and external customers and manage all pricing and availability of all products and develop purchase orders for all purchasing system
- Monitor all inventory level and determine appropriate delivery dates of all products.
- Manage all communication with all vendors and track all orders and resolve any issue on same and assist to obtain all raw materials and prepare required request orders and analyze all samples and ensure purchase of all raw materials with required time frame.

Jeel Al Temouh

Purchase Coordinator

Sept 2021 - Dec 2021

- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery.
- Maintain updated records of purchased products, delivery information and invoices.
- Prepare reports on purchases, including cost analyses.
- Monitor stock levels and place orders as needed.

Dolphin Manufacturing LLC /

Dolphin Radiator & Cooling System

Production Coordinator

Jan 2017- Dec-2020

- Working on ERP system using EPICOR production software handling manufacturing operation modules.
- Performing Job Entry, Releasing, Job Status, Job Inventory Job Receipt to job, Open Sales Order. Dashboard, Time and Expense Entry operation through (EPICOR ERP Module) System.
- Creating a method of manufacturing (MOM) of each individual component.
- Entering the acquired data into the EPICOR system in a systematic manner, by following a standard procedure. Support to manager and team in daily production, manufacturing operational activities.
- Identify the manufacturing policies of the company, help in improving the production / manufacturing aspects.
- Preparation of reports for management Securing the supply of the key materials with approved quality, from approved suppliers by reporting activities.
- Securing the supply of the key materials with approved quality, from approved suppliers by hedging the requirement based on forecast/budget.

Procurement Executive

- Buying the best quality equipment, goods and services for a company or organization at the most competitive prices.
- Daily Generate ERP reports, purchase request, purchase order from system.
- To search for new vendors, suppliers and manufactures and negotiate terms and pricing for greater profitability.
- Working in a wide range of sectors for many different companies. I oversee supply chain management and procurement. I am good at negotiating, networking and dealing with numbers, as well as dealing with other factors such as sustainability, risk management.

Al Qabdha Al Thahabia General Trading

Procurement Executive

Feb 2015 - Jan 2017

- Responsible to source, negotiate and purchase materials from both local and overseas vendors.
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project.
- In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.
- To negotiate and build business relationship with company's suppliers that ensure excellent level of service considering cost saving principle.
- To follow purchase orders till receipt of shipping documents to ensure timely shipment.
- Manage and develop report to ensure all local & overseas purchases are completed accurately and in a timely manner, tracking reports should be updated on daily basis.
- Prepare and issue the RFQ/PR /LPO (Request for Quotation / Purchase Request/Local Purchase Order).

Al Mosawiq Al Arabi Equipment Trading

Administrator cum / Accounting

Jan 2012 - Jan 2014

- Maintaining relation with every customer and inform them about our latest company products like Eye Contact lenses and Eye related equipment machine.
- Basic Knowledge of ophthalmic product and equipment.
- Maintaining documents as per the requirement of the office managers or updating files and registers related to attendance and work of the staff.
- Monitoring the order and supplies related with Head office and Branch office.
- Preparing commercial invoice, quotation according to required customers order into the software programs.
- Make stock list, packing list, receiving stock list according to the receiving any shipment from overseas country.
- Prepare monthly statements for the payment with all vendors.

Al Nakheel One Day Surgery Hospital

Office Assistance.

July 2010 - July 2011

- Receiving patients, preparing the patient files and records, recording personal data, preparing daily, monthly and annual Statistics.
- Provide high quality integrated health services in a timely manner, providing complete customer satisfaction.
- Referral system: referring urgent cases to hospital Specialist Doctors.
- Answer a high volume of calls and maintain a rapid response rate according to agreed standards.
- Handling Records of all the Insurance Company Register with Hospital and Maintain Database.
- Communicate and liaise verbally and in writing between customers/ Doctor/ visitors and relevant staff, and interpret and respond clearly and effectively to spoken requests over the phone or in person and to verbal or written instructions.