**ASMA KHANAM**

 (971)-55-5078460 • Dubai, UAE

khanamasma963@gmail.com • UAE Resident Visa

# PURCHASING OFFICER

Experienced in purchasing, administration and customer support, with a master’s degree in management. Adept in organizational, analytical and management skills. Ability to work with management and staff at all levels. Looking for a potential job opportunity in UAE and flexible / open to add more skills to my portfolio

## **EXPERIENCE**

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| 1/2021- 6/2023  | **NASR Supermarket Cooperative Society Hyderabad, India** *NASR is a cooperative society established to serve the community by providing goods and services on a subsidized & affordable prices.* **Purchasing Officer*** Oversee the purchase of goods and packaged items through quality checks
* Handle customer interaction for complains and feedbacks
* On a regular basis, engage with suppliers on availability of goods and price fluctuations
* Update supermarket software E4U with stock inventory and prices.
* Generate and report product-wise trending graphs for prices and sales a monthly basis
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| 12/2015-11/2019  | **Vertilink Technologies Hyderabad, India** *A project management company in the field of Information Technologies***Customer support / Administration*** Supported technical team during the preparation of new project proposals
* Addressed queries from the customers pertaining to existing projects
* Assisted smooth transitioning within different phases of the project
* Coordinated weekly meetings with higher management
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| 3/2012- 3/2013   | **Country Club Hyderabad, India** *It is a network of properties & landscapes that provides hospitality services in the city for locals and tourists* **Customer Service Intern*** Maintained customer database using in-house software
* Ensured all customer needs and expectations are met
* Handled and resolved customer complaints on a timely basis
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# EDUCATION

* Masters of Business Administration (MBA), Hyderabad, India
* Bachelors of Commerce (B. Com), Hyderabad, India
* Fashion designing diploma, Setwin Institute, Hyderabad, India
* French language, Alliance Francaise, Hyderabad, India

# SKILLS

* MS Office Suite (WORD, EXCEL, etc.)
* E4U retail software