

CLINDEN BAS

CONTACT

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OBJECTIVE

Experienced procurement Executive with background in successfully delivering tactical cost savings. Offers excellent interpersonal and negotiation skills to seek beneficial outcomes with suppliers and stakeholders. Supports procurement strategies by assessing objectives and implementing service improvements.

EXPERIENCE

06/01/2023 -

- **Procurement Executive**

Allied Vision Electromechanical works llc

- Reduced overall expenditures with improved ERP system models and inventory management technique.
- Negotiated with vendors and service providers to control corporate expenditures.
- Sourced and verified quotations from suppliers before initiating purchase processes.
- Processed purchase order(LPO), invoices and payment runs with complete accuracy.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Coordinated with inventory control to determine purchasing needs with accuracy.
- Managing projects in UAE, KSA with value over 36 billion.

02/01/2019 -
30/03/2023

- **Executive Assistant**

Accenture Solutions Ltd

- Coordinated events by managing budget, logistics and event support.
- Responded to emails and other correspondence, facilitating positive communication for enhanced business processes.
- Filed and retrieved corporate records, documents and reports.
- Keep files organized and up-to-date for accurate record-keeping purposes.

- Collaborated with admin teams, human resources and finance department on special projects.

06/04/2017 -
30/11/2018

- **Order processing representative**

HCL Technologies Ltd.

- Completed relevant administrative tasks to promote smooth flow of operations for swift order completion.
- Recommended purchases based on customer needs, budget and priorities.
- Quoted customers with accurate prices and timescales for collection or delivery.
- Resolve costumers complaints and enquiries through mail, calls and handle situations with ease.
- Recommended purchases based on customer needs, budget and priorities.

EDUCATION

2018

- **MBA / Human Resource Management**

Annamalai university

2014

- **Bachelor of Engineering**

Anna university

SKILLS

Facility management



Logistical planning



Problem solving



Knowledge of SAP, ERP tool



Supply chain assistance



Communication skills



Inventory purchasing



Microsoft office proficiency



Vendor relationship skills



Managing purchasing activities



LANGUAGES

- English
- Tamil
- Malayalam

