

CURRICULUM VITAE

K. Samba Siva Rao

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Dubai, UAE.



CAREER OBJECTIVE:

Seeking challenging position in an organization to gain interpersonal and work experience that allows me to grow and to achieve the ultimate goal objective.

PROFESSIONAL PROFILE:

- Strong sense of responsibility and self-motivation.
 - Great problem solver and a team player with the ability to work independently.
 - Creative flexible and efficient.
 - Continuous quest for knowledge.
 - Gained vital leadership, organization, and interpersonal communication skills with the ability to maintain a positive attitude in highly pressured situations.
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EMPLOYMENT PROFILE:

- **Currently working as a Procurement Assistant Finance Department TIME Oak Hotels.**
- **Additional training materials department as Purchasing supervisor In Time oak Hotel**
- **Pic Level 3 Passer**
- **Expert using . Prolfic System & Jana System**
- **We have Connections with Suppliers**

Responsibilities:

- Coordinate with the supplier and take quotation for the best price
- Take quotation and discuss dept head and finance manager
- Reporting to Finance manager and General manager
- Monthly submit purchase expenses report dept wise for management decision making and control the budget
- Daily and monthly preparing issuing items report.
- Daily morning briefing with Heads of Depts and GM and fallows the instructions.
- Email replying on time and update about the delivery are what they want
- Monthly supplier price comparison report.

- Monthly preparing supplier comparison report
- Monthly submit purchase expense report dept wise for management decision making
- Managing purchase requisition and order of every dept
- Preparing purchase orders daily on dept needs bases
- Responding to internal and external supplier inquiries.
- Monitoring returns, damage replacements, and warranty claim.
- Control all stock and inventory databases.
- Attend HODs morning briefing for smooth operation

Worked as a Receiving& Food Store in TIME Oak Hotel Dubai June 2022

- Handles Purchase Orders to ensure that copies of all approved and currently valid Purchase Orders i.e. Purchase Requests, Market List, standard supply contracts are at hand, and files are maintained for this.
- Ensures that all items are physically received, inspected and weighed as necessary, in case of technical items, equipment, furniture, and certain food items, the concerned department is consulted to confirm the quality and specifications. Materials are inspected, and measurements are to be made thoroughly. A visual inspection is not enough.
- After inspection, transfers the items to the department concerned either through the help of the supplier or concerned department, collecting from the receiving bay.
- The supplier's invoice is acknowledged by putting the receiving stamp on the original and the supplier's copy the invoice, after the checking is completed.
- Ensures that the invoice is dated and reference number of the authorization is quoted. Outdated invoices are not accepted, as this may result in problems regarding settlement. If the invoice is outdated, the vendor or his representative is requested to correct it and initial for the correction
- Responsible for ensuring outgoing record for all items, being sent out of the hotel as per the outgoing record policy. Receiving Clerk checks that it is properly authorized, and ensures that all vouchers are accounted for. Where necessary, the credit note is to be passed to the Accounts for those items, which are invoiced to the hotel, but being returned back.

Worked as a Engineering Coordinator in TIME Oak Hotel & Dubai Nov 16th to 2016 to Feb-2021

- Receiving Maintenance requests through Aladdin software from other Departments and allocating to the Concerned technicians to attend
- Preparation and follow up with AMC Supplier for the services reports as per AMC Schedule
- Assisting Assistant Chief engineer and duty engineer for internal and external audits, and performing the task assigned by seniors
- Updating Duty roster in Bayan software sending to Monthly basis for payroll process,
- Preparing comparison of utilities for easy approach and sharing with Eng. Head and Finance
- Preparing Gate pass report for financial accountant.

- Operating authorities' portals to input required data in line with Health and safety concerns
- Active member of Fire Drill and Firefighting procedure
- Prepare preventive maintenance schedule
- Coordinating all operating systems including ensuring that telephones, computers, printers, photocopiers, recycling, etc. are kept in good working order, including maintaining supplies for operating systems and arranging technical support require
- In-charged of re-ordering of all store items in time, maintaining necessary records with accuracy of information and always-followed FIFO method of issuing, reviewed inventories for obsolete and slow-moving items and brought any such items to the attention of the Financial Controller for action.
- Identified potential vendors and obtained quotes contact vendors to confirm purchase order details. Logged all order receipts and confirmations, cross -referenced product deliveries with purchase orders. Collected and fulfilled requests for office supplies, tracked and monitor purchases, from initial order to delivery and prepared monthly reports listing all purchases, returns and related costs.
- Responsible for ensuring outgoing record for all items, being sent out of the hotel as per the outgoing record policy. Receiving Clerk checks that it is properly authorized, and ensures that all vouchers are accounted for. Where necessary, the credit note is to be passed to the Accounts for those items, which are invoiced to the hotel, but being returned back

Worked as Sales Support Application Engineer at (Aircon LL .C) 13 th March 2016 to May-2016

- Supporting sales and trading department by preparing quotations ,
- Negotiating the product over the telephone.
- Admin work related to stock of the existing product.

Worked at Murthy Sastry Associates -1-08-2014 to 13-02-2016

- _Taking care of all Data entry of financial Accounts of our notable clients and ms. Excel, & Tally Vat ,Cst , Returns

Worked as Purchasing Executive Cooline Electro Mechanical System - 2005 to 2010

Coordinate to the site Engineer issues the purchase order tracks and expedites the supply handles inspections and delivery to site& Related to company accounts.

HACCP

- Basic Food Hygiene.
- PIC Certified -2023 Until 2028

Technical Skills ,

- Excel, Tally Erp 9 ,
- Certified SAP -ERP (Sandor Medicaid's)
- Well Versed Software - Prolfic System & Jana System & Payroll Related Bayan System & Aladdin Software Related to Maintenance Complaints

EDUCATION QUALIFICATION:

- MBa (Finance, Marketing from Telangana -2014

LANGUAGES KNOW:

- Language Known: English Read, Write and speak,
Hindi, Telugu

PERSONAL INFORMATION:

Nationality : Indian
Date of Birth : 19/05/1986
Gender : Male
Civil Status : Married
Visa Status : Employment

Reference:

Mr. Nizar
Mobile: 0526930917
Position: Finance Controller
Email id: nizar.derbali@timehotels.com – Dubai (UAE)

DECLARATION:

I hereby declare that the above motioned all information is true and correct to the best of my knowledge and belief.

K. Samba Siva Rao

2-08-2024