FAWAD KHADAR
Purchasing Assistant / Inventory Controller
KARAMA, DUBAI   +971582562994, +97470391512
fawadkhadar2008@gmail.com • Valid UAE Driving Licence
UAE Visit up to 2nd march 2024 and Qatar transferable visa up to 24th September 2024

CAREER SUMMARY

Efficient professional with 07 years of experience and a proven knowledge of inventory planning and forecasting, just-in-time purchasing and materials replenishment. Aiming to leverage my abilities to successfully fill the purchasing assistant / inventory controller role at your company.

PROFESSIONAL EXPERIENCE

FERNS N PETALS   Al Quoz Industrial Area 4, Dubai, UAE
Purchasing Assistant   Feb 2021- June 2023

- Identify the goods and services the company needs.
- Find the best vendors and ask for price quotations (RFQ) from them.
- A comparison statement of all the quotations received then supplier can be selected with the lowest price quotations and the best terms and conditions offered.
- Once the final terms are accepted, we are required to issue a purchase order requesting delivery of the goods specified therein. Purchase order must include name and address of buyer and supplier, quantity required, date and place of delivery, terms and payment.
- Cooperate with vendors to implement monthly and weekly Standing order plan for fast moving items.
- Track orders and ensure timely delivery.
- Inspect the item properly for any errors or damage upon receipt. Ensure that everything is delivered as specified in the PO and of quality.
- If the three-way match is accurate, approve the payment for the invoice.
- Software: Tally ERP

AL MADINA HYPERMARKET   Jabel Ali, Dubai, UAE
Inventory Controller   Dec 2018-Jan 2021

- Keep the stock level on the inventory shelf at a ratio of 20 to 80%
- Analyse immobile and slow-moving items and decide to move the stock.
- Know which items are fast moving and ensure that the items are stocked on daily basis.
- Analyse dead, non-moving, damaged items and work out.
- Tracking inbound and outbound orders to prevent overstocking and out-of-stock.
- coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing.
- Software: Gravity ERP

ELITE SUPERMARKET   Angamaly, Kerala
Inventory Incharge   July 2016-Nov 2018

- Determine the selling price by calculating the margin from the purchase price for daily use items such as vegetables and fish.
- Track incoming and outgoing orders to prevent being over stocked and being out of stock.
- Monitoring inventory levels and replenishing stock as needed.
- Make stock transfer notes when transferring stocks to other branches.
- Responsible for managing GRN and checking and entering bills.
- Analyse the stock requirement to be purchased by the respective section supervisors and to be procured from the main branches and place the order on the specified days.
- Check and ensure dispatches and receipts of stocks to other branches including bakery production.

- Prepare and file financial inventory reports and submit review reports to management monthly.

EDUCATION

DR. BHIMRAO AMBEDKAR UNIVERSITY
Bachelor of Commerce, Cooperation   2013-2016

ADDITIONAL INFORMATION

- Skills: Microsoft Excel (Vlookup, Pivot Table), Photoshop, Gravity ERP, Markup ERP, Tally 9, Purchasing, Forecasting, Cost Control.
- Languages: English, Hindi, Malayalam
- Certifications: Photoshop   2012
                    Tally   2015

PERSONAL INFORMATION

Father Name	:	Khadar Kutty
Date of Birth	:	28 April 1991
Sex	:	Male
Marital Status	:	Married
Passport No	:	M1821762
Religion	:	Islam
Country	:	India
Driving Licence	:	Light Vehicle issued by UAE, 4 Years experience and familiar with Dubai roads