

# CURRICULUM VITAE

**ISHAK.A.S**

**PURCHASING MANAGER**



00971-521085806



[issu.ias@gmail.com](mailto:issu.ias@gmail.com)



## CAREER OBJECTIVE

To seek a position as **PURCHASING MANAGER** to utilize my skills and abilities in the field of **Engineering** that offers professional growth while being resourceful innovative and flexible.

## EDUCATIONAL QUALIFICATIONS

- **DIPLOMA IN MECHANICAL ENGINEERING** (first class with distinction(77%))  
Technical board of Kerala Government
- **NEBOSH IGC IN OCCUPATIONAL HEALTH AND SAFETY**  
Master log Certificate No: 00249515/637426  
SQA Ref: R368 04
- **HIGHER SECONDARY, SCIENCE GROUP (first class, 60%)**  
Board of public examination
- **SSLC (95%)**  
Board of public examination

## WORKING EXPERIENCE

- **POSITION: PURCHASING MANAGER (CURRENTLY WORKING)**  
**YEAR OF EXPERINCE:2 YEARS**  
**COMPANY NAME: BUILDPRO ELECTROMECHANICAL**  
**DUBAI-UAE**  
**P.O. BOX: 211172**
- **POSITION: PURCHASING MANAGER**  
**YEAR OF EXPERINCE:5 YEARS (2015-2020)**  
**COMPANY NAME: GOLDEN FIVE ELECTRO MECHANICAL WORKS & CONTRACTING LLC.**  
**DUBAI-UAE**  
**P.O. BOX: 99287**  
**PROJECT DETAILS:**

## DUTIES AND RESPONSIBILITY

- Purchase or Acquire products, Services needed from outside for the civil and MEP Related works to complete the Project.
- Coordinate and collect the Material requisition and coordinate with the Store for Material Availability.
- Carry out Scheduled store inspection to cross the stock list and do the planning for bulk purchase of daily use materials for the projects.
- Coordinates with supplier and keep best business relation in terms of payment and delivery on time.
- Get the Material Submittals in order to get approval for best and costless materials.
- Finalize with Best quotation and Place the LPO With Higher Management Approval.
- Identify and implement the Best cost control procedure to achieve the best Result.
- Coordinates with Company Transportation wing for Avoid any Delay in Material Delivery/Arrangement.
- Control the all in and out Documents Related to Procurement and do the proper Documentation.
- Carryout the DO and Invoice Checking to Avoid any missing material issues or Price Discrepancies.
- Managing Inventories and maintain accurate purchasing and Pricing Records .
- Review the existing price list and research and evaluate with new Suppliers in the market.
- Make store and Site inspection to check the any misuse / unsafe handling of the material and Report to Manager.

## ADDITIONAL WORK SKILL WITH EXPERIENCE

- Handle Petty cash and Record and close it as per management Requirement.
- Knowledge about Material required for all civil and MEP Related.
- Ability to maintain effective work relationships with people from all social backgrounds.
- Ability to prepare and maintain proper Documentation.
- Knowledge of Microsoft Package.
- Perform other Relevant duties and Responsibilities as may be assigned from time to time.

## HONOURS AND ACHIEVEMENTS

- Registered Safety Officer in **Dubai Development Authority (DDA) ( HSE 00057)**
- Member of **Society of Engineering-UAE (2017/45419)**
- Registered Company Representative of **Ministry of Interior Directorate General of Dubai Civil Defence (DCDS0000200994)**

## TRAINING EXPOSURE

Undergone NEBOSH IGC Training.

## PERSONAL DETAILS

<b>Date of Birth</b>	: 19 <sup>th</sup> 05-1992
<b>Nationality</b>	: Indian
<b>Religion</b>	: Islam
<b>Marital status</b>	:Married
<b>Sex</b>	:Male
<b>Visa status</b>	:Employment Visa
<b>Driving License</b>	:Holder of valid UAE Driving License (LMV)
<b>References</b>	:Available on Request

## PASSPORT DETAILS

No.	: M3791788
Place of issue	: Kozhikode, Kerala, India
Expired on	: 24-11-2024

## LANGUAGES KNOWN

- English
- Hindi
- Arabic(Reading & Writing)
- Malayalam

## EXTRA CURRICULAR ACTIVITIES

Participated in Inter-Collegiate Competitions  
An active volunteer for college program committee Management  
Participated in the activities of the NATIONAL SERVICE SCHEME  
Participated in ROTARY YOUTHLEADERSHIP AWRD (RYLA 2007-08)

## DECLARATION

I sincerely believe that the above mentioned facts are true to my knowledge and belief.

Regards,

**ISHAK.A.S**  
**052-1085806**