

# JAFAR KHAN



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## Procurement | Administration | Finance

I aspire to contribute my expertise in business management to an innovative and forward-thinking organization. My goal is to continuously develop my skills while achieving both professional success and personal fulfillment.

## Contact

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Dubai, United Arab Emirates

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## Education

### MADURAI KAMRAJ UNIVERSITY

MBA, Finance &  
Marketing  
2003

## Experience

### PROCUREMENT OFFICER | CONSTRUCTION & BUILDING ENGINEERING, DXB.

Feb 2023 – Present

- **Vendor Management:** Sourced potential vendors, Negotiated prices and contract terms. Evaluated supplier offers.
- **Order Processing:** Reviewed and approved purchase orders. maintained an internal database with order details and ensured timely delivery of materials.
- **Records and Communication:** Kept updated records of purchased products. Communicated with the Purchase Manager regarding material status. Coordinated with warehouse staff for proper storage.
- **Financial Oversight:** Verified payment requests and suppliers' invoices.

### PROCUREMENT OFFICER | KIOSK IT SYSTEM, AUH.

Feb 2021 – Jun 2022

- **Vendor Engagement:** Identify potential vendors and negotiate material prices and contract terms. Conduct price comparisons to ensure optimal pricing.
- **Purchase Management:** Prepare Purchase Orders (LPO), ensuring competitive rates and coordinate timely material procurement and delivery.
- **Supplier Evaluation and Record-Keeping:** Assess and evaluate supplier performance while maintaining detailed records for future reference.

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## Base Skills

- Organizational skills
- Vendor relationship management
- Interpersonal skills
- Positive attitude
- Time management
- Resilience under pressure
- Critical thinking
- Problem-solving
- Communication skill

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## Technical Skills

- ORACLE ERP System
  - Microsoft Dynamics ERP
  - SAP Material Management
  - Tally & Peach Tree
  - Dubai Trade E-Mirsal II System
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## Additional Details

Sex : Male

DOB : 06-05-1978

Marital Status : Married

Nationality : Indian

Visa Status : Employment Visa

Driving License : Yes

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## Language

- English
  - Hindi
  - Malayalam
  - Arabic
  - Tamil
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## Reference

\* Available upon request.

- **Financial and Administrative Coordination:** Handle invoice processing accurately and coordinate across departments for seamless operations.
- **Inventory Management:** Collaborate with warehouse team to ensure stock availability and follow up on supplier payments with the financial department.
- **Client Relations and VAT Compliance:** Maintain relationships with clients, send quotations, and arrange necessary agreements for VAT accounting purposes.

### ADMINISTRATION OFFICER | FINGERTIP SOLUTIONS, AJM.

Aug 2018 – Jan 2020

- **VAT Compliance:** Arranged agreements for VAT accounting and prepared documents for submission.
- **Team Coordination:** Coordinated office staff and distributed tasks.
- **Financial Oversight:** Managed monthly and quarterly installments.
- **Procurement:** Purchased office materials and negotiated prices.

### PROCUREMENT OFFICER | AL BADDAD CAPITAL, DXB.

Jan 2015 – April 2018

- **Vendor Management:** Sourced potential vendors, Negotiated prices and contract terms. Evaluated supplier offers.
- **Order Processing:** Reviewed and approved purchase orders. maintained an internal database with order details and ensured timely delivery of materials.
- **Records and Communication:** Kept updated records of purchased products. Communicated with the Purchase Manager regarding material status. Coordinated with warehouse staff for proper storage.
- **Financial Oversight:** Verified payment requests and suppliers' invoices.

### LOGISTICS OFFICER | LIFCO GROUP, SHJ.

Jan 2006 – Jun 2012

- **Financial Transactions:** Opened Letters of Credit (L/C) based on purchase department instructions. Managed import/export documents and dealt with banks for payment negotiations.
- **Shipping Coordination:** Coordinated with freight forwarders for container shipments and air freight. Created weekly shipment schedules and reported to managers.
- **Customs and Storage:** Arranged customs clearance for import shipments. Coordinated with warehouse staff for proper storage of goods.
- **Export Execution:** Planned and executed export orders in collaboration with production and marketing.