



MOHAMMAD FAROOK A

Purchasing Assistant

Experienced purchasing assistant with a proven track record in sourcing and procuring goods or services. Skilled in market analysis, negotiation, and maintaining vendor relationships. Demonstrated ability to optimize cost efficiency while ensuring product quality and timely delivery. Strong analytical and decision-making skills, contributing to effective supply chain management. Results-driven professional adept at aligning procurement strategies with organizational objectives.

Contact



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28 Al Warqa St, Al Warqa

Education

Logistics and Supply Chain Management

Mithra Institute of Management
2021-2022
Trivandrum , Kerala

Bsc Mathematics

Iqbal College Peringammala
2019-2021
Trivandrum , Kerala

Skills

Business Skills

Negotiation | Market Research | Vendor Management | Cost Management | Communication | Analytical Thinking | Adaptability | Logistics Systems | Logistics Process | Warehouse management | Inventory management | Receiving and Inspection

Programming Skill

SAP | Microsoft Office (Ms Word, Excel, Access, Powerpoint, Project and Outlook) | Accounting

Experience



Purchasing Assistant

Nesto Hypermarket , UAE

June 2023 - Present

- Procurement Expertise and purchase goods and services
- Vendor Management and ensuring favorable terms for the organization
- Cost Control in cost analysis, budgeting, and implementing cost-saving
- Order Processing in managing the end-to-end order process
- Inventory Management and contributing to efficient supply chain operations



Logistics & Supply Chain Management

Mithra Maritime GCC Back
Office , Kerala

June 2022 - March 2023

- Customs Clearance, Forwarding formalities and Documentations.
- Prepare and follow up enquiries/quotations and document of invoice ,Delivery notes.
- Freight forwarding procedure and familiar with EMIRSAL2 declaration process.
- Production Planning, Procurement, Continual Improvement Process and Forecasting.
- Operations, Stock management andRaw materials

Language

English



Malayalam



Hindi



Personal Info

Date of Birth: 12 May 2001
Gender : Male
Nationality : Indian

Passport No : W0273350
Issue Date : 20 June 2022
Visa Status : Resident

Declaration

I do hereby declare that above information provided is true to the best of my knowledge and belief

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