



# MUHAMMAD KHAN

## Sales Representative Purchaser cum Cashier

### My Contact

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📍 UAE , Dubai

### PERSONAL PROFILE

Date of Birth.	08/10/1998
Nationality	Indian
Sex	Male
Marital Status	Single
Religion	Islam

### LANGUAGE SKILLS

English  
Hindi  
Malayalam

### SKILLS

Driving Skills - Expert  
UAE -Driving License {DUBAI}

### About Me

The purchasing objective is sometimes understood as buying materials of the right quality, in the right quantity, at the right time, at the right price, and from the right source. This is a broad generalization, indicating the scope of purchasing function, which involves policy decisions and analysis of various alternative possibilities prior to their act of purchase.

### WORK EXPERIENCE

Greens Mini Mart Dubai, UAE  
Aug 2020 to Aug 2023

Key responsibilities:

- Reviewed and approved purchase orders before ordering goods.
- Processed purchasing requests and maintained purchasing logs.
- Contacted vendors to obtain price quotes and performed negotiations.
- Ensured that all purchase operations were performed in accordance with company policies and procedures.
- Followed-up on delivery schedules, payment delays, and invoice queries.
- Managed deliver schedules and status of goods.

### QUORE QUALIFICATION

- Highly experienced in managing purchase orders
- Good knowledge of inventory control process
- Exceptional knowledge of purchasing techniques and tools
- Familiarity with ERP systems
- Ability to manage and maintain good relationships with vendors
- Ability to determine type and quantity of merchandise needed
- Motivation for sales

### EDUCATION QUALIFICATIONS

- XIIth Kerala State Board March 2013 - 2015
- Xth Kerala State Board March 2013

### COMPUTER SKILLS

- Diploma In Computerized Financial Management (DCFM)
- M S Office
- Working knowledge in Internet operations