

MELWIN AVINASH PAIS

PROCUREMENT SPECIALIST 📍 DUBAI, UNITED ARAB EMIRATES 📞 +971555306057

◦ DETAILS ◦

Dubai
United Arab Emirates
+971555306057
Melwin.avinash27@gmail.com

◦ LINKS ◦

[LinkedIn](#)

◦ SKILLS ◦

Procurement Management

Knowledge of Purchasing Processes

Contract Management

Coordination Skills

Cost Reduction

Microsoft Office

Strategies of Pricing

Vendor Relationship Management

Supply Chain Management

◦ LANGUAGES ◦

Kannada

Hindi

English

Konkani

Malayali



PROFILE

Dynamic Procurement Officer with over 9 years of experience in optimising supply chains and managing purchasing processes. Expertise in fostering strong vendor relationships and negotiating contracts effectively to ensure quality and cost-effectiveness. Committed to continuous improvement and delivering exceptional results in fast-paced environments. Seeking to leverage extensive procurement knowledge in a challenging role that drives organisational success.



EMPLOYMENT HISTORY

Procurement Officer at Key Information Technology, Dubai

October 2020 — Present

In the role of Procurement Officer at Key Information Technology, responsible for managing the procurement lifecycle, from identifying suppliers to finalizing contracts. This position involves collaborating with various departments to ensure that procurement strategies align with organizational goals and project needs. * Five years of P2P experience in procurement, with an emphasis on APC, Oracle, and Dell. * Developed and implemented effective procurement strategies to optimize purchasing processes. * Negotiated contracts with suppliers to secure competitive pricing and favorable terms. * Maintained thorough records of procurement activities and supplier performance. * Conducted market research to identify new suppliers and evaluate existing ones. * Coordinated with internal teams to ensure timely delivery of goods and services.

Purchase Officer at Al Nasr Leisureland, Dubai

October 2015 — Present

Previously held the position of Purchase Officer at Al Nasr Leisureland, focusing on the procurement of goods and services essential for operations. This role required strong organizational skills and the ability to manage multiple tasks effectively. * Established and maintained relationships with vendors to ensure high-quality supplies. * Processed purchase orders and monitored inventory levels to avoid stockouts. * Managed supplier contracts and negotiated terms to achieve cost savings. * Collaborated with different departments to understand their purchasing needs. * Ensured compliance with company policies and procedures in all procurement activities.



EDUCATION

Bachelor of Computer Application, Sri Devi College

June 2007 — April 2010



Declaration :

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge.