# Ghousia Sabeen U

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CORE SKILLS

Attention to detail, Negotiation skill, Multi-tasking, Problem-solving, to reach beyond Customer expectation and satisfactory service, Teamwork, Decision- making, Ability to work under pressure, Quality check, Payment processing. Good knowledge of vendor sourcing practices (researching, evaluating and liaising with vendors). Hands-on experience with purchasing software. Understanding of supply chain procedures. Solid analytical skills, with the ability to create financial reports and conduct cost analyses and Negotiation skills.

PROFESSIONAL EXPERIENCE

# PURCHASE HEAD

# ASIA CRYSTAL COMMODITY,ERODE 2021- TILL DATE.

# (Basic, Speciality chemicals manufacturers, dealers and suppliers.)

Sole responsible person for company overall Purchase activities, follow up for material procurement till it reaches required destination.

# Principal Accountabilities :

# Received quotations from customers sourced for product purchase orders.

# Collected quotations from various vendors against purchase requisition.

Making a comparison of received quotations for pricing, quantity, quality, product specifications , Payment terms, availability of product, etc for analysis and finalization.

Supported and assisted Management by providing necessary data as and when required with all purchase and revenue reports.

Maintaining and preparation of documents related to Audit.

Negotiated pricing, Payment terms for contract orders terms of agreement. Tracked orders and ensured timely delivery.

Reviewed quality of purchased products with quality checking department and collect necessary documents with vendors like COA, MSDS, TDS, OKEO TEK, GOTS, FSSAI, HALAL Certification.

Entered order details (e.g. vendors, quantities, prices) into internal databases, reconciliation, Adhoc issue or receipt entry based on weighment and actual excess or shortage and Raised debit note or credit note.

Monitored MOQ and maintained stock levels and placed orders as needed.

Coordinated with warehouse staff to ensure proper storage and coordinated with logistics department for vehicle/tanker/vessel placing and lifting with proper documentation ewaybill etc from different ports till it reaches destination.

Attend trade shows and exhibitions to stay up-to-date with industry trends Requirements and skills.

**PURCHASE OFFICER**

**SEEDNRIGLOBAL, DUBAI.** March 2016 – Oct 2021

**PURCHASE OFFICER**

**GDA GLOBALTECH, TIRUPATHUR**. Apr 2012- Jan 2016

**PROFESSIONAL DEVELOPMENT**

VEL RS COLLEGE   -BSC.

Alagappa university MBA

**COMPUTER PROFICIENCY**

ERP, Microsoft Excel, PowerPoint, Word, Outlook, Spreadsheet, Blackboard  and QuickBooks

**PERSONAL DETAILS**

Married -34yrs Female

# Indian.