



📍 UAE

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## PROFESSIONAL SUMMARY

Driven Purchasing Manager with strengths in streamlining procurement operations while achieving cost savings and improving reporting procedures. Inspiring English Tutor with vast experience teaching English to all grade levels. Knowledgeable and hard-working team player. Solid history of increasing test scores and increasing student performance. Organised administrative professional with hands-on experience supporting business areas such as accounting, database management and human resources.

## CORE QUALIFICATIONS

- Logistics Coordination
- Retail Management
- Budget Management
- Team Leadership
- Sales Expertise
- Business Administration
- Microsoft Office Proficiency
- SAP
- Testing English Comprehension

# RASHID P

## EXPERIENCE

February 2022 - Current

**Purchasing Manager Nesto, Western International Group** | Dubai, UAE

- Review procurement documents.
- Negotiate contracts with suppliers.
- SAP using for work.
- Negotiated and managed vendor contracts.

June 2016 - December 2021

**English Teacher and Administrator Malabar Central School** | Kerala , India

- Updated learning resources to achieve curriculum goals.
- Prepared for upcoming school year by setting goals, implementing new strategies and ordering supplies.

April 2015 - March 2016

**Office Assistant and Arabic Teacher Thaleemussibiyan Higher Secondary School** | Kerala , India

- Coordinated company events and key client meetings.
- Supported staff with clerical tasks for well-maintained office administration.

## EDUCATION

2017

**Master of Arts** | English  
University of Madras, India

2014

**Bachelor of Arts** | English  
University of Calicut , India

2015

**Bachelor of Education** | English  
Mahatma Gandhi University, India

2013

**Bachelor of Arts** | Arabic  
Darussalam Islamic University, India

## LANGUAGES

**English:** C2  
Proficient

**Hindi:** C2  
Proficient

**Arabic:** C1  
Advanced

**Malayalam:** C2  
Proficient