

Poorna Chandra Darisa

Procurement Officer (CISCP Certified)

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PROFESSIONAL PROFILE

- CISCP Certified Professional (Certification ID – **CISCP2200636225**) Procurement Officer with 5+ **years of experience** flawless preparation of Purchase Orders, preparing Inventory reports and maintaining the utmost confidentiality
- Adept at interdepartmental coordination and communication
- Possess comprehensive knowledge of Microsoft Word, Excel, and Outlook
- ERP Software – Focus, People Soft & Knowledge in SAP

SKILL HIGHLIGHTS

Negotiation

Vendor Management

Procurement & Sourcing

Records Management

MS -Office & Outlook

PROFESSIONAL EXPERIENCE

Labtek Consumable Supplies LLC — Dubai, U.A. E

Nov 2021 – Present

Procurement Officer Reporting to the General Manager, Planning the import raw material shipments accordingly with the need of Sales Forecast.

- Identify the Raw material suppliers locally & internationally to run the operation smoothly.
- Cut cost of Raw materials by 6% through sourcing better deals and negotiating contracts with local & International suppliers.
- Preparing Purchase Orders in SAGE 300 ERP System & communicating with suppliers for on time delivery of the order.
- Continually research alternate sources for products in order to ensure the most competitive pricing.
- Negotiate purchases to ensure lowest cost consistent with company standard for quality products.

Eco pack Packaging Industries LLC. — Dubai, U.A. E

Oct 2016 – Nov 2020

Purchase Assistant Reporting to the General Manager, assist with vendor selection and bid evaluations. Arrange expedited shipments to prevent unscheduled manufacturing downtime.

- Preparation of LPO for all Abroad and Local Suppliers.
- Worked closely with warehouse management to make sure that proper product levels were always maintained
- Prepare bid comparison reports to review by Managing Director.

ADFC Ind Pvt Ltd — Tirupati, Andhra Pradesh (India)

Feb. 2011 – Aug. 2016

Sr. Officer Handling the team entire day production and reporting to the management on daily Basis.

- Coordinating with the entire team for good production and preparing MIS for the same.
- Prepare and maintain records, including documentation such as daily, weekly, monthly Reports for Auditing Purpose.
- Conducting regular meetings with the management and team.

VMT Systems India Pvt Ltd – Tirupati, Andhra Pradesh (India)

June 2008- Dec 2010

Data Analyst Analyzing the given data for the Insurance billing.

- Receiving data from U.S.A. on daily basis for Insurance billing on behalf of client and processing according to the subjective rules framed by the company.
- Preparing daily Production report and forwarding the same to the management in India and U.S.A. on daily basis.

EDUCATION

Sri VENKATESHWARA UNIVERSITY, Tirupati, Andhra Pradesh (India)

B.Sc. May 2008

- Patience and commitment at work, Adaptability to any work environment
- Good communication and interpersonal skills and a good team player.

Personal Details

Name	:	Poorna Chandra. D
Nationality	:	Indian
Date of Birth	:	15.08.1988
Marital status	:	Single
Passport No	:	U0607343
Languages Known	:	Telugu, Tamil, Hindi & English
<u>Certification ID</u>	:	<u>CISCP2200636225</u>
<u>UAE LICENSE</u>	:	<u>3871254</u>

References : Provided upon request.

All the above information provided by me is true to the best of my knowledge.

Thanking you,

Poorna Chandra.