

JITENDER SINGH

Experienced Procurement Officer with excellent research skills, good judgment, and strong organizational abilities. Ensures internal supply needs are met while sticking to budget and operational goals.

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WORK HISTORY

Procurement Officer & General Accountant (Joinery Division)	Dec 2011- May 2024
ELENCO GENERAL TRADING COMPANY SOLE PROPRIETORSHIP LLC, UAE	
<ul style="list-style-type: none">Managed incoming payments, making sure they were collected on time and keeping accurate records of unpaid invoicesHandled outgoing payments, processing invoices accurately and making sure vendors were paid on timeCreated and sent invoices to clients, making sure they were correct and sent out promptlyManaged procurement tasks, such as finding suppliers, negotiating contracts, and handling purchase ordersSupervised petty cash spending, keeping accurate records and reconciling expenses to follow company rulesCreated and reviewed reports on financial differences and trends to help with decision-making and improving operationsRegularly checked financial records to make sure they were accurate and to find any mistakesBuilt relationships with vendors to negotiate ideal terms for purchases.	
Inventory Controller (MEP Division)	2008 - 2011
FIBREX LLC, UAE	
<ul style="list-style-type: none">Used inventory software to track stock movements accurately, keeping records organized and operations efficient.Entered delivery details into the system to ensure all data was correct and complete, making inventory management smoother.Regularly counted stock and kept detailed records of what came in, helping maintain accurate inventory levels and restock items as needed.Filled out forms to order more inventory when necessary, working with the purchasing team to get what was needed quickly.Followed good practices for managing the warehouse, making sure everything was stored well, processes ran smoothly, and safety rules were followed to keep things efficient and organized.Developed and strengthened supplier relationships.	
Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.	

EDUCATION

Matriculation Examination	-	1987
HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA (INDIA), HIMACHAL Senior		
Secondary (Plus Two) Examination	-	1990
HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA (INDIA) Advanced		
Diploma in System Management		
	1995-10	1996-10
HI-TECH COMPUTER INSTITUTE, LUDHIANA, INDIA		

SKILLS

- LANGUAGES
- Orion ERP System
- MS Excel
- Microsoft Word
- PowerPoint
- Communication

- Team Management
- Problem-Solving
- Time
- Management
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LANGUAGES

- English
- Hindi

REFERENCES

- References will be provided upon request.