

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

- Managed incoming payments, making sure they were collected on time and keeping accurate records of unpaid invoices
- Handled outgoing payments, processing invoices accurately and making sure vendors were paid on time
- Created and sent invoices to clients, making sure they were correct and sent out promptly
- Managed procurement tasks, such as finding suppliers, negotiating contracts, and handling purchase orders
- Supervised petty cash spending, keeping accurate records and reconciling expenses to follow company rules
- Created and reviewed reports on financial differences and trends to help with decision-making and improving operations
- Regularly checked financial records to make sure they were accurate and to find any mistakes
- Built relationships with vendors to negotiate ideal terms for purchases.

Inventory Controller (MEP Division)

2008 - 2011

FIBREX LLC, UAE

- 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

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA (INDIA), HIMACHAL Senior

- 1987

Secondary (Plus Two) Examination

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA (INDIA) Advanced

- 1990

Diploma in System Management

HI-TECH COMPUTER INSTITUTE, LUDHIANA, INDIA

1995-10 - 1996-10

SKILLS

- LANGUAGES
- Orion ERP System
- MS Excel
- Microsoft Word
- PowerPoint
- Communication
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- Team Management
- Problem-Solving
- Time
- Management
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LANGUAGES

- English
- Hindi

REFERENCES

- References will be provided upon request.