



SHAFEEQ K M

PURCHASE MANAGER

Highly organised and dedicated professional with over 9 years of extensive experience in Purchase Management. Have a proven track record in generating leads, escalating revenue, providing customer service and understanding customer needs. Staying up to date with product knowledge, pricing plans, promotions, and service features through continuous learning and self-development. Familiar with inventory control, human resources, negotiation skills and financial and accounting principles, as well as all of the governing laws and regulations related to purchasing, policies and procedures. Presently seeking to work with a reputed organization that allows me utilize my skills and knowledge to the maximum and to contribute to the growth of organization and grow with it.

PERSONAL DETAILS

Mobile No : +971 505268983
Email ID : Km.shafeeq@outlook.com
Address : Dubai, UAE
Nationality : Indian
D.O.B : 20.02.1996
Marital Status : Single
Availability : Immediately
Passport No : T6862433

ACADEMIC CREDENTIALS

2013 HIGHER SECONDARY
Board of Higher Secondary
Education, Kerala

2008 HIGH SCHOOL
Board of Public Examination
Kerala

CERTIFICATION

MS OFFICE

COMPUTER PROFICIENCY

MS Word	●●●●●
MS Excel	●●●●●
Tally	●●●●●
MS PowerPoint	●●●●●
Typing	●●●●●

LANGUAGES KNOWN

English	●●●●●
Malayalam	●●●●●
Tamil	●●●●●
Arabic	●●●●●
Hindi	●●●●●

KEY SKILLS

- | | | |
|-------------------------|----------------------|---------------------------|
| • Purchasing Management | • Strategic Sourcing | • Budgeting |
| • Lead Generation | • Cost Control | • Risk management |
| • Negotiation | • Procurement | • Inventory Management |
| • Purchase Forecasting | • Research Skills | • Supply Chain Management |

EXPERIENCES

❖ **PURCHASE MANGER | Sep 2020 – Feb 2022**
SHOPPRIX INDIA PVT LTD

KEY RESPONSIBILITIES

- Developing and implementing purchasing strategies.
- Managing daily purchasing activities, supervising staff, and allocating tasks.
- Managing supplier relations and negotiating contracts, prices, timelines, etc.
- Maintaining the supplier database, purchase records, and related documentation.
- Coordinating with inventory control to determine and manage inventory needs.
- Ensuring that all procured items meet the required quality standards and specifications.
- Preparing cost estimates and managing budgets.
- Working to improve purchasing systems and processes.
- Training new employees in the purchasing process and how to use the purchasing system.

❖ **PURCHASING ASSISTANT | Aug 2013 – Aug 2020**
SHOPPRIX INDIA PVT LTD

KEY RESPONSIBILITIES

- Develop an active process for measuring supply inventory and determining purchasing needs based on quarterly and annual numbers
- Attending meetings with vendors and taking minutes.
- Placing and tracking orders.
- Assisting with analyses and reports.
- Arranging meetings with stakeholders.
- Assisting with the inspection of goods.
- Assisting with negotiation strategies and making recommendations.
- Maintaining knowledge of market/industry trends.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

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