

SHINOJ RAJAN

PROCUREMENT OFFICER



Personal Info

Date of birth

May 15, 1992

Phone

+971561705979

E - mail

Shinojrajan92@gmail.com

Education

B.com with computer application

Working Experience

4 Years' experience

Skills

- Purchase forecasting
- High level of accuracy
- Risk management
- Inventory control
- Negotiation
- ERP Software-Tally, Infos

Intend to build a career in a well-known business enterprise to enhance my quality, Skills, knowledge and technique for the betterment of the enterprise. Perform well under pressure and short-notice demands. Also have a strong desire to grow professionally and constantly ready to face the challenge.

Work Experience

PROCUREMENT OFFICER

Albaraka shipchandlers llc April 2019 - May 2023

- Research and evaluate potential suppliers, create and maintain good relationships with them, negotiate appropriate contracts for price and supply, Examine and review products and supplies to ensure quality.
- Prompt response for the sales enquires and provide better quotation to existing as well as new clients for generating it in to sales.
- Making purchase orders for the confirmed orders after cross checking of material available in stock.
- Coordinate with store team for the arrangement of confirmed orders As well as inventory related matters.
- Coordinate with logistic team for the smooth delivery of orders.
- Coordinate with team to achieve department sales target.
- Responsible for preparing purchase orders requisitions and other documentation ordering suppliers, materials equipment and services and for gathering data.
- Matched purchase orders with invoices and recorded the necessary Information.
- Managed the process of sourcing new suppliers to ensure the highest quality materials and best payment terms.
- Inventory updating inventory count and maintaining and records to share with management compare price and cost from different vendors.
- Manage master data purchase order education and other tasks in the day to day management of obtaining goods and services.
- Knowledge of procurement Operations and Team Work.
- Ensure Data Is Entered into The System.

Additional Information

- Marital Status: Single
- Nationality: Indian
- Driving License No: 336229

Declaration

I, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.