



SREESHMA K P

Purchasing Assistant

I am an efficient and confident Purchasing Assistant with demonstrated experience of working in the Hotel and apartments industry. My experienced helped me develop expert knowledge of the procurement process and supply chain. I am highly motivated to continue learning and improving my craft.

WORK EXPERIENCE

PURCHASING ASSISTANT

2023 - 2024

Emirates Stars hotel apartments Dubai and Sharjah

- Research potential vendors and evaluate their offerings to find the best deals.
- Compare and evaluate offers from different suppliers to determine the most favorable terms.
- Track orders and ensure timely delivery, coordinating with suppliers as needed.
- Review the quality of purchased products to ensure they meet company standards.
- Enter order details, such as vendor information, quantities, and prices, into internal databases.
- Maintain updated records of purchased products, delivery information, and invoice
- Monitor stock levels and place orders as necessary to avoid shortages.

ADMINISTRATOR

2022 - 2023

Shadow Curtains and Blinds Sharjah

- Making quotations, LPO, invoice, delivery order, accounts statements
- Attending the phone calls and placed orders and
- Making the delivery and sale the items
- Making the upholstery furniture and curtain drawings

HR VOLUNTEER

2019 - 2022

Kerala Water Authority Palakkad Kerala

- Monthly bill printing, meter reading posting, handling cash counter
- Water connection application verify and approvals
- Managing the treasury, post office and bank duties and local delivery.
- prepare the pipeline drawings and estimations

EDUCATION

ARCHITECTURAL CADD

2018 - 2019

- Auto CADD - 2D & 3D Building design to plan visualization,
- Revit Architectural designs

DRAUGHTSMAN CIVIL

2016 - 2018

- 2D & 3D Building plans and drawings
- knowledge of bridge engineering, road engineering, railway engineering

HIGHER SECONDARY EDUCATION

2014 - 2016

- Humanities

CONTACT

PHONE

+971 55 172 3582

EMAIL

sreeshmaakp@gmail.com

ADDRESS

Al Manakh, Sharjah

DATE OF BIRTH

APRIL - 17 - 1999

NATIONALITY

INDIAN

VISA STATUS

OWN VISA

SKILLS

- AutoCAD
- 3DX Max
- Revit Architecture
- Excel
- Word
- Power point
- Outlook
- Teams
- Onenote
- Winhsm

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil