



SUMESH SOMAN

Procurement Assistant

About Me

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization



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BURDUBAI

PERSONAL PROFILE

- Date of Birth: 19\05\1989
- Marital status: married
- Nationality: India
- passport no: J3637720
- Visa status: Employment Visa
- UAE Driving License: 2612635

EDUCATION

- Higher Secondary Education
- B.com - Bachelor of Commerce
- Diploma - Computerized Financial Accounting

COMPUTER SKILLS

- ERP and ORACLE
- MS Word, MS Excel
- MS PowerPoint
- Outlook, Tally 8.1

LANGUAGE

- ENGLISH
- HINDI

EXPERIENCE

NMC Corporate Office Dubai

POSITION : Procurement Assistant

YEAR : 2021 - Still to Date

- Negotiate with external vendors to secure advantage terms.
- Discover profitable suppliers and initiate to business and organization.
- prepare a purchase request for new acquisition as per the quotation from competitive suppliers and prepare bid analysis.
- Maintained research and cultivated multiple databases for client and internal office use.
- Experience in collecting and Analysing data.
- Request for proposal and other procurement documents to the supply chain.
- supervise warehouse and property functions.
- Skills in Excel, PowerPoint, word, and outlook.

NMC, CORPORATE, ABU DHABI

POSITION : Assistant Material Coordinator

YEAR : 2019 - 2021 (2 YEARS)

- support the procurement process and identification.
- Respond to enquiries regarding the procurement database.
- Make comparative evaluation of the quality and the features of the product.
- prepare written specification of the product.
- Ensure delivery of goods and services to the end user.
- Prepare reports of section activities.
- Updating the contract records to show how the funds are being spent.
- Update procurement data on a regular basis.

SKILLS SUMMARY

- | | |
|-------------------------|------------------------|
| • Purchase Orders | • Travel Arrangements |
| • Data Entry | • Delivery Dates |
| • Purchase Requisitions | • Inventory Control |
| • Computer System | • Place Orders |
| • Financial Reports | • Cost Savings |
| • Office Equipment | • Market Research |
| • Procurement Process | • Product Availability |
| • Inventory Management | |