

# SANDEEP KS

## Procurement Officer

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Al Barsha 1 Dubai

## EXPERIENCE

### Procurement Officer

**Logs and embers restaurant, Club vista Mare, palm Jumeirah, dubai**

12/2021 - 04/2024 Palm Jumeirah, dubai

- Logs and Embers restaurant, Club vista Mare, Palm Jumeirah, Dubai, from 15-12-2021 to April-12-2024

### Account assistant

**Logs and embers restaurant, Club Vista mare, palm Jumeirah, dubai**

12/2021 - 04/2024 Palm Jumeirah, Dubai

- Logs and Embers restaurant, Club vista Mare, Palm Jumeirah, Dubai, dec-15-2021 to April-12-2024

### System admin

**Binocular E-commerce Pvt**

01/2019 - 01/2021 India

- System administration and network management at Binocular E-commerce Pvt. Ltd for 2 years in India

### Storekeeper

**Margin free Supermarket**

07/2018 - 12/2018 India

## SUMMARY

I will be pleased to be in a position on a result oriented company that seeks an ambitious and career conscious person where my acquired skills and education will be utilized towards continuous growth and advancement of the organization. Here by I do attach a copy of my resume for your kind reference. In that I have been described in details as a dedicated, hardworking who is always willing to go extra mile to generate results. Organization, attention to details, self-motivated, and the ability to learn quickly and apply new skills are just some of the strengths of mine which have led to advancement in position and responsibility. Given an opportunity, I am confident of my ability to prove myself to be a valuable addition to any team. Please consider my application favorably I am looking forward for your kind replay.

## EDUCATION

### Higher Secondary education

Kerala State Syllabus education

### Secondary education

Kerala State Syllabus

## LANGUAGES

### English

Proficient



### Hindi

Proficient



### Malayalam

Native



### Tamil

Proficient



### Kannada

Proficient



## SKILLS

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Overall 3 years experience in FMCG Procurement operations

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Handling more than 1000 items and keeping all the records and dealing with the suppliers for the delivery

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Complete responsibilities of stores including dry, frozen, disposable, chemicals, alcohol and non alcoholic beverages

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Vendors management, contract negotiation, inventory management, AMC handling

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Ability to identify reliable supplier, negotiation of favourable terms, ensure timely delivery of quality materials can help reduce cost

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Receiving to the store with supporting documents such as invoice and local purchase order

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Preparation of daily receiving log and store receipt voucher and issueing approved requisition manually and ERP

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Month end stock inventory and reconciliation and maintaining FIFO standerd

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Handling pretty cash, cash sale and releasing after getting required approval and handover to finance manager and managing daily operations using petty cash with necessary approval

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Overall 3 years experience and proficiency in procurements software such as dual link version 3, dual link version 4, syrve, burnt

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Handling responsibly with AMC and credit contract with vendors

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Arrangements of general maintenance such as grese trap cleaning, Kitchen hood cleaning, fire and safety Pest control and man power supply and managing in a good way

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Maintaining temperature log for all chilled and frozen items manually for municipality food watch

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Receiving and posting manually and electronically

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Supporting finance team as account assistant by handling various accounting tasks such as data entry, reconciliation. Creating suppliers outstanding report in the end of the month for transferring dues

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Collecting soa from suppliers and reconciliating with received invoices

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## PERSONAL INFORMATION

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**Date of birth & Passport number**

25-04-1994, V2234587



**Gender & Marital status**

Male, Single