



SANOOF M.A

PURCHASER - 4+yrs exp

P +97152 319 0650

E sanoof.san@gmail.com

L Qatar Driving
license

N INDIAN

OBJECTIVE

Seeking a challenging role as a Purchaser where I can utilize my knowledge and expertise in purchasing, inventory management and logistics.

WORK EXPERIENCE

PURCHASER

SEP 2018-MAR 2022

LULU GROUP INTERNATIONAL, Qatar

- Negotiates prices and contracts with suppliers.
- Reviews and processes purchase orders.
- Manages other members of the purchasing team.
- Develops a purchasing strategy
- Builds and maintains relationships with vendors.
- Maintains records of goods ordered and received.
- Researches and evaluates vendors to compare pricing and services.

CUSTOMER SERVICE EXECUTIVE

JUL 2017-AUG 2018

CHEMMANUR CREDITS & INVESTMENT LIMITED, india

- To increase sales of Gold loans
- Build sustainable relationships and trust with customer accounts through open and interactive communication.
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.
- Follow communication procedures, guidelines and policies
- Keep records of customer interactions, process customer accounts and file documents.
- Provide professional and expert advice on Loans, deposit, money transfer etc

REFERENCES

[Available upon request.]

EDUCATION

❖ MBA IN FINANCE

Bharathiar University, India

Jun 2013-Mar 2015

❖ BCA

Bharathiar University, INDIA

Jun 2013-Mar 2015

CERTICATIONS

- CISCIP
- .NET DEVELOPER
- SAP
- PEACHTREE
- MS Office

KEY SKILLS

- ❖ Negotiation Skills.
- ❖ Interpersonal skill
- ❖ Attention To Detail.
- ❖ Effective Communication
- ❖ Problem-Solving Skills
- ❖ Time Management
- ❖ Understanding Management Principles.

LANGUAGE

- ❖ ENGLISH XXXXXX
- ❖ HINDI XXXXXX
- ❖ ARABIC XX
- ❖ TAMIL XXXX