

Shereef C

Purchase Executive

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Address: Dubai, United Arab Emirates

Date of Birth: 15/06/1997



Experienced purchaser with a strong background in buying materials and managing supplier relationships. Skilled in finding the best prices, negotiating with vendors, and keeping track of inventory. Known for meeting deadlines and ensuring projects stay on budget. Excellent at communicating and organizing, with a focus on saving costs and improving efficiency. Dedicated to supporting company goals through effective purchasing strategies

EMPLOYMENT HISTORY

Purchase Executive | AGHADEER GROUP OF RESTAURANT, Dubai **May 2021 - Present**

- **Cost Control:** Implementing strategies to reduce costs and improve procurement efficiency.
- **Supplier Management:** Establishing and maintaining strong relationships with vendors and suppliers.
- **Negotiation:** Securing the best prices and terms for materials and services.
- **Inventory Management:** Monitoring stock levels and managing inventory to prevent shortages or excess.
- **Budget Management:** Ensuring all purchases stay within budget and meet project deadlines.
- **Process Oversight:** Managing the purchasing process from start to finish, including order placement and delivery follow-up.
- **Communication:** Acting as the main point of contact for suppliers and internal teams, ensuring clear and efficient communication.
- **Quality Assurance:** Ensuring all purchased materials and services meet the required quality standards.

EDUCATION

B.Com Cooperation | Cooperative National College, Kannur **Jan 2017 - Dec 2019**

12th | CHMKGHS, Kannur **Jul 2014 - Dec 2016**

SSLC | CHMKGHS, Kannur **Jul 2014 - Dec 2014**

SKILLS

Work Management | Customer Handling | Administration | Client Relationship Management | Team Management | Supervision | Operations | Strong Communication

COURSES

Person In Charge at Dubai **Jul 2024 - Jul 2024**

LANGUAGES

English | Hindi | Malayalam

LICENSE

DRIVING LICENSE DUBAI