



Syam S

PURCHASE COORDINATOR

I would like grab a remarkable and challenging job that will encourage and improve my skills and personality so that I can do the best for the development of my organization



syam.azhipadam@gmail.com



+971524546557



Al ain, United Arab Emirates

SKILLS

Billing

Ms office

inventory management

team player

LPO creation

Handling purchase

ERP softwares

LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Tamil

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

INTERESTS

History

Books

learn new things

WORK EXPERIENCE

PURCHASE COORDINATOR

AL HOOT GROUP

06/2021 - 02/2023

AJMAN, UAE

Achievements/Tasks

- Communicating with suppliers regarding orders and shipping schedules.
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Processes and approves invoices for payment.
- Processes and documents returns as required following established procedures.
- Performs routine clerical duties, including data entry, answering telephones.
- Handling LPO & purchase order.

CASHIER

AL HOOT GROUP

11/2020 - 06/2021

AJMAN, UAE

Achievements/Tasks

- Communicating with customers.
- Handling cash counter avoiding customer que.
- Handling day end cash counter closing.
- Resolve customer complaints, guide them and provide relevant information.
- Issue receipts, refunds, change or tickets.
- Collect payments whether in cash or credit.

RETAIL ACCOUNTS ASSISTANT

DOWNTOWN FRESH SUPERMARKET

03/2023 - Present

Al ain, UAE

Achievements/Tasks

- Balanced all sales from previous day within entire store.
- Counted cash drawers and made bank deposits.
- Printed various reports to verify tender transactions of cashier's.

EDUCATION

Bachelor in Business Management (BBM)

Bharathiar University

06/2012 - 06/2014

Diplomain Computer Application (MSOFFICE)

Government industrial training institute

04/2011 - 02/2012

ACHIEVEMENTS

Best employee (2022)