**ANVAR BASHEER**



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**PROCUREMENT EXECUTIVE/ RECEIVING OFFICER/STORE INCHARGE CUM INVENTORYCONTROLLER/SUITABLE**

**CAREER OBJECTIVE:** Highly Competent and Gulf Experience professional with 16+ years track record of delivering top quality performance in carrying out multifaceted functions. Demonstrate robust competency in directing wide range of duties within the domains of general administration, procurement, warehouse coordination, inventory control/ purchase sales Co-ordination & customer service. Displayed efficiency in providing supporting in managing and duty coordination preparation of documents, letter of credit, opening of new application, constituently demonstrated ability to multitask, prioritize job responsibilities, perform well under pressure, and maintain strict confidentiality of company records, coordinate with third party and surpass performance parameters. possess high level analytical aptitude, problem solving capabilities and zest in shaping challenges into concrete achievements. also, a strategic and fast track achiever with an exceptional capacity to lead, train, mentor an guide junior professionals in order to achieve assigned targets independently towards achieving cumulative results. seeks challenges senior work profile were gained skills, experience and industry knowledge with a valuable impact.

# WORK EXPERIENCE

**PROCUREMENT EXECUTIVE April 2024 – At present**

**Royal Alpha General Transport, Dubai**

**SENIOR STORE IN CHARGE Aug 2017 - Feb 2022**

**Jabal Ali Palace, Diwan Dubai Sheikh Saeed Bin Al Maktoum, Dubai,UAE**

* **Inventory Management**: Managing inventory levels, conducting regular stock checks, and implementing procedures for accurate stock control. This involves tracking stock movement, identifying slow-moving or obsolete items, and optimizing stock turnover.
* **Order Fulfillment:** Ensuring timely and accurate fulfillment of customer orders, coordinating with sales teams and logistics personnel to facilitate order processing, and minimizing order errors or delays.
* **Storage and Organization**: Efficient storage and organization of goods are crucial to ensure easy accessibilityand prevent wastage or damage. You'd need to establish proper storage procedures, including shelving, labeling, and rotation systems, to maintain the quality and freshness of perishable items.

**PROCUREMENT EXECUTIVE May** **2011 - Jun 2015**

## Al Sahraa Group of Company -Abu Dhabi, UAE

* **Inventory Control:** Maintaining accurate records of inventory levels, tracking stock movements, and coordinating with relevant departments to prevent stockouts or excess inventory.
* **Budget Management:** Collaborating with finance teams to establish procurement budgets, monitoring spending against budgets, and identifying cost-saving opportunities without compromising quality.

## RECIVING OFIICER Oct 2000 - Dec 2009

## Za’abeel Hospitality ,Diwan Dubai, For HH Sheikh Mohammed Bin Rashid Al Maktoum- Dubai, UAE

* **Receiving and Inspection:** Receiving deliveries of goods, verifying the quantity and quality of items received against purchase orders or delivery notes, and documenting any discrepancies or damages.
* **Storage and Organization:** Properly storing goods in designated areas within the store or warehouse, ensuring items are organized, labeled, and easily accessible, and implementing inventory management systems to streamline operations.

**CAREER HIGHLIGHTS**

## Food and beverage stock control in kitchen and stores

## Stock maintenance / material control / ensure Food quality /cost management.

## Computer operations control in points of material movement systems

## KEY AREAS

* Experience in SAP Material Management.
* Reviewing purchase requisition and finalize purchase order Quarterly/Annual
* Comparative price analysis for finalizing quotation/purchase orders.
* Purchase orders and forward them to concerned supplier-Follow Up planning product ranges and preparing sales and stock plans in conjunction.
* Monitoring store levels and ensuring sufficient availability.
* Arrange the parts of High Value Item for repairing outside vendor.
* Dealing with vendors for better price/items.
* Managing store team and ensure their working in timely and properly.

## EDUCATIONAL QUALIFICATION

* Pre- Degree from Kerala university, India. Apr 1994
* Secondary education from Kerala, India. March 1988

## TECHNICAL QUALIFICATION

* **Diploma In Electrician, Industrial Training(ITC),From Kerala Industrial Education 1996**

## SKILLS

* Material Management - : SAP MM (Material Management)
* Accounting Package - : FACTS ERP, ERP Business Management,
* Operating System - :Windows Word, Excel ,Ms Office

## ADDITIONAL/ TRAINING ATTENDE

Through Knowledge In Food Hygiene and Related Products

UAE light Vehicle Driving License with Experience

Fire safety, First aid, Basic training..

## PERSONAL DETAILS

Nationality : Indian

Languages Known : Arabic, English, Hindi, Malayalam

Visa Status : Employment Transferable

**Joining : Immediate**

Marital Status : Married

**DECLARATION:**

I hereby declare that above mentioned details are true to the best of my knowledge and belief.

ANVAR BASHEER