



Peer Mohamed Faizal

Purchase Officer

Contact Information

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Dubai,UAE.📍

Professional Summary

Skilled Store Keeper with **3.5 years of experience** in **Store Keeping** and **Buying operation** . Fast worker able to resolve problems quickly, delivering high levels of satisfaction. Excellent knowledge of **SAP MM** and **Excel**.

Education

Bachelor of Engineering:
Mechanical Engineering
(2016)

Employment History

Date Jan 21 – Nov 22

Designation Assistant Buyer

Company LuLu Hypermarket (Al Hidd, Bahrain)

Software used

SAP

Outlook,
MS Excel,
Word,
Visual Basics,
Libre Office,

Language Known

Tamil	★★★★★
English	★★★★★
Malayalam	★★★★★
Hindi	★★★★
Arabic	★★

SAP Module used

SAP MM
SAP WM
SAP BI
VIM

Skills

Time Management
Adaptability
Make environment pleasant

Day-to-Day Duties

- Order products and authorize payments
- Manage inventory, including current stock and new deliveries
- Ensure the accuracy of purchase orders
- Research possible item selections
- Arrange transport of goods and track orders to ensure timely delivery.
- Generate reports to **GM,DGM and Concerned Managers**

Buyer Roles & Responsibilities

- Search for and negotiate contracts with suppliers and manufacturers
- Making **Purchase order, Good Return, Goods receipt** vouchers against received and returned goods.
- Craft **Purchase Order** and inventory reports for management
- Solve supply chain problems
- Work within the management team to ensure that all deliveries satisfy the assigned orders
- Develop an effective and accurate system for monitoring purchase orders
- Delivering a weekly purchase order report to supervisors that indicates the invoice number for all closed orders
- Working within the management team to ensure that all deliveries satisfy the assigned orders and report any back ordered or missing products
- Assisting the **Supply Chain Manager** with maintaining **Inventory** levels and materials on a regular basis
- Effectively communicating with the management team to ensure all orders are accurate
- Developing supplier bases for assigned commodities, which ensure viable alternatives and continued sources of supply as well as competitive pricing
- Assess quality of stock received and escalate any discrepancies to suppliers and management.
- Generate reports from **SAP** and present in **Excel** for weekly meetings

Employment History

Date May 2019 – Jan 2021
Designation Store Keeper
Company LuLu Hypermarket (Al Hidd, Bahrain)

Roles & Responsibilities

Store Keeper

- Ensure the quantity requested and the quantity issued always matches.
- Keep a record of sales and restock the store accordingly.
- Adhere to all Health and Safety procedures particularly relating to food and beverage items.
- Ensure that the store is kept clean and organised.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Perform other stock-related duties, including returning, packing, pricing, and labelling supplies
- Ensure all store requisitions are signed by concerned Buyer and approved by Accounts/GM depending upon the shop operations procedure.
- Remotely monitor the flow of vehicles or inventory, using SAP based logistics information systems to track vehicles or containers
- Rotate stock and coordinate the disposal of surpluses
- Identify and report any slow-moving items to avoid over purchasing.
- Troubleshoot any vendor delivery issues and oversee/follow up on the return process.
- Keep stock control systems up to date and make sure inventories are accurate.
- Mailing concerned Buyers and Managers about requirements and returns.
- Monitor inventory transactions at shop to assess receiving, storage, shipping.
- Post all invoices using the MMS - Material Management System.
- Maintain databases of logistics information.
- Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.

Date March 2018 – April 2019
Designation Sale Representative
Company Meriboy Ice-creams (Trivandrum, India)

Roles and Responsibilities

- Selling products and services using solid arguments to prospective customers
- Ensure high levels of consumer satisfaction by providing superior sales service
- Performing cost-benefit analyses of existing and potential customers
- Maintaining positive business relationships to ensure future sales
- Serves customers by selling products and meeting customer needs.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Drive sales with product knowledge and market-driven enthusiasm
- Elevate complaints to management.

Personal Qualities

- Excellent written and verbal communication with the ability to communicate effectively to all levels.
- Ability to work as part of a team towards individual and shared goals
- Self-motivated with the ability to work on own initiatives and under pressure
- Ability to handling multiple work and undertake new task quickly
- Spread positive vibes around my environment

Detailed Information

Name As per ID Proof	Peer Mohamed Faizal
Age	28
Highest Full-time education	B.E in Mechanical
University	Anna University
year of passing	2016
Previous Position	Asst.Buyer
Previous Employee	LULU Group of International
Industry	Retail
Looking for	Store In charge / Procurement officer
Job Type	Full time
Years of experience in	3.5 years
Notice period / Last Working Date	Immediate joining
Nationality	INDIAN
Current Location	DUBAI,UAE
Preferred location	UAE
Passport No	W0089687
Visa Type	Visit Visa
Dependants	4

REFERENCE

Shibin EP

HR Executive

LULU Hypermarket

Al Hidd,Bahrain

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“Thank you for your time. I look forward to hearing from you in the new future.”

Peer Mohamed Faizal