

ARIF MUHAMMED ABBASJAN

Cell: 00971-569896392 • arifadoor89@gmail.com



Professional Summary

Skilled Procurement Executive with 13+ years experience in Oilfield, Construction, Hospitality, Telecom, Aviation & Marine industry.

Skills

- Vendor assessment & analysis
- Negotiation
- Interpersonal Communication
- Business development
- Customer-Service Oriented
- Team leadership

Work History

Procurement Officer, 03/2021 to 07/2022

AL AHD GENERAL CONTRACTING & MAINTENANCE CO. L.L.C. – Abu Dhabi, U.A.E.

- Handled procurement of items for 20+ projects in Abu Dhabi & Dubai simultaneously that includes villas and high-rise buildings.
- Developed an SOP for the procurement activities which was not present earlier.
- Categorized and procured materials from various categories like chemicals, architectural items, plumbing & electrical items, building materials, timber, power-tools, hand-tools, hardware, blockwork/plastering accessories, diesel, safety items, printing works and other miscellaneous items required in the construction field.
- Negotiated with current suppliers to source products at lower rates.
- Replaced some of the suppliers with manufacturers and regional distributors; thus ensuring material quality and timely availability.
- Procured items as per specifications on cash and online at noticeable price differences; thereby saving cost of construction in projects.
- Met new suppliers and made tie-ups and agreements for credit-based supply of materials; based on decision of management.
- Maintained good relationship with suppliers and delivery personnel to ensure quality & timely delivery and thereby avoid any delay in works.

Freelance Marketing & Purchase Associate, 01/2019 to 03/2021

India & U.A.E.

- Associated with companies to develop online and offline marketing strategies.
- Designed marketing materials for companies.
- Helped Indian companies in promotion of their products in the Middle East.
- Handled the purchases for a construction company in U.A.E.

Sales Manager & Purchase Officer, 11/2017 to 08/2018

BETTER CHOICE BUILDING MATERIAL TRADING L.L.C. – Dubai, U.A.E.

- Introduced new products and did target-oriented marketing to find customers and make sales of the new and current line of products.
- Sourced products from new suppliers, thereby increasing profit on sales of products.
- Handled local and international enquiries of products in various categories.
- Made tie-ups with new suppliers by inviting to showroom, visiting their showrooms and even through calls and e-mails; all the while maintaining good relationships professionally.
- Focused mainly and increased cash-sales; so as to avoid bad-debts and ensure cash-flow.
- Coordinated well with colleagues and ensured efficiency of their work.

Freelance Business Development Executive, 11/2016 to 11/2017

India & U.A.E.

- Associated with Indian companies to promote their products regionally and on an inter-state basis; products being sea-food and rubber tyres (for motorcycles and wheelbarrows).
- Developed online promotion strategies and handled the initiation and sales of products for an electromechanical equipment company in Abu Dhabi.

Sales Manager & Procurement Officer, 03/2010 to 10/2016

FRIENDLY TRADING & CONTRACTING CO. W.L.L. – Ar-Rayyan, Qatar.

- Took the company from being an entry-level reseller to a leading competitive supplier company for various products across Qatar.
- Ensured timely and early-delivery of items to clients at best prices in the markets.
- Prioritized and handled requirement of each customer by calls and e-mails, including single-product enquiry. Maintained customer relationship for long-term business. Promptly resolved all customer requests, questions and complaints.
- Handled the local & international procurement of products.
- Expanded the number and category of items by bringing-in new suppliers and products.
- Drafted and promoted marketing materials for products.
- Handled the online promotion & marketing of the company.
- Researched suppliers and negotiated based on availability, quality, selection and price.
- Procured and sold materials for special projects.

Office Administrator, 04/2009 to 03/2010

TOWER ENGINEERING CONTRACTING CO. – Doha, Qatar

- Greeted customers and visitors in-person and via telephone calls.
- Received and routed business correspondence to correct department or staff member.
- Provided clerical support including copying, faxing and file management.
- Coordinated office supplies by restocking supplies and placing purchase orders.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Wrote professional memorandum, letters and marketing copy.

Education

Bachelor of Business Administration from University of Madras – Chennai, Tamil Nadu, **2012**

Language Skills

Native Language	Malayalam
Fluent	English, Hindi
Intermediate	Arabic (Read & Write)
Basic	Tamil (Speak)

Computer Skills

Intermediate Level	MS Office, Peachtree Accounting 2010
Basic Level	Adobe Photoshop 7.0

Other Skills

Car Driving License	India, Qatar, U.A.E.
Motorcycle Driving License	India

Hobbies

Off-road Driving, Adventure Travel, Gardening, Photography, Bowling

Personal Information

Citizenship	Indian
Sex	Male
D.O.B.	19 September 1989
Marital Status	Married