

SHAKIRAH SANDE

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CARRIER OBJECTIVE

To obtain a responsible, challenging position and to be able to share, improve and make full use of my knowledge and skills for the growth, betterment and progress of an established organization dynamically

ABILITIES:

- **Highly experienced in managing purchase orders**
- **Good knowledge of inventory control process**
- **Exceptional knowledge of purchasing techniques and tools**
- **Familiarity with SAP and ERP systems**
- **Ability to manage and maintain good relationships with vendors**
- **Ability to determine type, quality and quantity of merchandise needed**

EXPERIENCE

Company : GRANDSHAKERY CAFE Dubai, UAE

Position : FOOD SERVICE SUPERVISOR/ CASHIER.

Responsibilities

- ❖ **Research potential vendors**
- ❖ **Compare and evaluate offers from suppliers**
- ❖ **Negotiate contract terms of agreement and pricing**
- ❖ **Track orders and ensure timely delivery**
- ❖ **Review quality of purchased products**
- ❖ **Enter order details (e.g. vendors, quantities, prices) into internal databases**
- ❖ **Maintain updated records of purchased products, delivery information and invoices**
- ❖ **Prepare reports on purchases, including cost analyses**
- ❖ **Monitor stock levels and place orders as needed**
- ❖ **Coordinate with warehouse staff to ensure proper storage**
- ❖ **Attend trade shows and exhibitions to stay up-to-date with industry trends**

Company : AAK INTERNATIONAL FZE Dubai, UAE

Position : PURCHASE OFFICER.

DUTIES

- ❖ **Reviewed and approved purchase orders before ordering goods.**
- ❖ **Processed purchasing requests and maintained purchasing logs.**

- ❖ Contacted vendors to obtain price quotes and performed negotiations.
- ❖ Ensured that all purchase operations were performed in accordance with company policies and procedures.
- ❖ Followed-up on delivery schedules, payment delays, and invoice queries.
- ❖ Managed deliver schedules and status of goods.
- ❖ Maintained records of purchases and sales.
- ❖ Coordinated with suppliers to ensure that goods are delivered on-time.

Company : AL Monsif Typing Dubai, UAE
Position : Office Girl / Data Entry/Receptionist, 3 Months

DUTIES

- ❖ Greeting visitors, conducting tours as needed, providing basic information to visitors
- ❖ Maintaining the Pantry plus its supplies.
- ❖ Assisting with bookkeeping,
- ❖ Handling daily staff scheduling.
- ❖ Assisting in opening and closing procedures at the facility.
- ❖ Greeting visitors and attending their queries
- ❖ Operating fax and photocopying machines
- ❖ Maintaining stock of office stationery
- ❖ Running office errands as required

EDUCATION

- ❖ Certificate in Customer service/marketing
- ❖ Bachelors Degree in Business Computing
- ❖ A level certificate
- ❖ O level certificate

PERSONAL DETAILS

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|--------------------|----------|---------------------------|
| Citizenship | : | Ugandan |
| Language | : | English, Kiswahili |
| Visa Status | : | husband visa |

DECLARATION

I hereby confirm that the above-mentioned statements are true and correct to the best of my knowledge and belief.

Reference: Abu Baker

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