

SHAFAD FAROOK

PROJECTS & PROCUREMENT ADMINISTRATOR

Address Abu Dhabi, United Arab Emirates, 81379

Phone 050-731-7611

E-mail shafadfarook8@gmail.com

LinkedIn <https://www.linkedin.com/in/shafad-farook-34352316>

WWW <https://zety.com/profile/shafad-farook/797>

Talented professional considered knowledgeable leader and dedicated problem solver. Brings 11 years of valuable expertise to forward company objectives. Attentive to detail with experience in coordinating projects, programs and improvements. Experienced Procurement Administrator with over 11 years of experience in Healthcare Industry. Excellent reputation for resolving problems and improving customer satisfaction.

Skills

Coordinating projects

Excellent

Excellent Communication skills

Excellent

Highly resourceful

Excellent

Work History

2011-07 - 2022-08

PROJECTS & PROCUREMENT ADMINISTRATOR

Al Reem Hospico Co.LLC- Mafraq Hospital Project- Under the Health Authority of Abudhabi (SEHA), Abu Dhabi, Abu Dhabi City

- Developed and initiated new procurement strategies, managed costs and monitored purchase flow.
- Updated operational & administrative methods for an improved efficiency.
- Maintained relationships with material vendors (both overseas & local) to lower costs and diversify capabilities.
- Met project requirements & deadlines without sacrificing build quality or workplace safety.
- Facilitated communication between internal personnel, contractors and vendors for project cohesion.
- Modified and directed project plans to meet organizational needs as advised by Project Manager.
- Maintained friendly administrative policies within the project and updating Head Quarters on regular basis.
- High Negotiation Skills and Always looking forward for competitive price.

- Assigning administrative & operational tasks to the technical coordinators and admin assistants.
- Preparation & Verification of Weekly reports, Monthly Reports, KPI reports, Procurement status, Pending Purchase orders & follow ups, chasing suppliers for a quick delivery.
- Attending internal & external audits assisting Project Manager.
- Regional Sites & stores visit for auditing purpose on a monthly basis.
- Coordinating with the transportation department, housing department, staff Accommodation requirements and maintaining quality standards, etc.
- Handling Petty Cash and reporting to finance department.
- Maintaining store stock & replenishment of goods on a quick basis in order to meet stakeholder policies.
- Well established Inventory management strength.
- Supervising the entire inventory and tracking record system.
- SAP knowledge- mainly incorporated with purchase procedures until the final commodity reaches our doors.
- Attendance management system
- Regular meeting with the stake holders and following revised policies.
- Conducting workshop seminars
- acting as a mediator for submitting tenders in the government sectors.
- Office Management capabilities with a strong inter personal skills for a smooth running of the project.
- Preparation of Payments payable to the vendors and submission of cheque after receiving goods.
- Understanding the actual requirement of a project including the employee relation documents.

Education

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|-------------------|---|
| 2014-01 - 2016-11 | MBA: Operations Management <i>Jaipur National University - Dubai, U.A.E</i> |
| 2008-06 - 2011-04 | Bachelors in Business Management With Computer App: Business Administration And Management <i>Bharathiar University - Tamil Nadu, India</i> |

Software

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|-------|---|-----------|
| SAP |  | Excellent |
| CAFM |  | Excellent |
| TALLY |  | Very Good |

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|-----------|------------------------|-----------|
| HR TODAY | <div><div></div></div> | Very Good |
| BIOTIME | <div><div></div></div> | Very Good |
| MS OFFICE | <div><div></div></div> | Excellent |

Languages

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|-----------|------------------------|-----------|
| ENGLISH | <div><div></div></div> | Excellent |
| ARABIC | <div><div></div></div> | Excellent |
| URDU | <div><div></div></div> | Excellent |
| MALAYALAM | <div><div></div></div> | Excellent |
| TAMIL | <div><div></div></div> | Excellent |
| HINDI | <div><div></div></div> | Excellent |

Interests

Side Businesses, Real Estate Brokerage, Finding new connections and maintaining business relations.