



**TANVEER  
SHAMSHAD**



[tanveershamsad2003@gmail.com](mailto:tanveershamsad2003@gmail.com)



00971-55-4262231

### OBJECTIVE

Self-motivated, hardworking and responsible professional who is willing to acquire new ideas and skills. Seeking a better position in a well-established organization, where I can utilize my potentials, skills, and abilities and substantially contribute towards the development of the organization

### EMPLOYMENT SCAN

**FINE FOODS RESTAURANTS MANAGEMENT  
L.L.C. (GROUP OF RESTAURANTS)**

Purchasing Executive (June 2019 – Aug 2021)

**BINGHATTI INVESTMENTS (AGHATTI REST. &  
CAFÉ)**

Purchasing Officer (Jan 2018 – Dec 2018)

**ALABBAR ENTERPRISES (GROUP OF  
RESTAURANTS)**

Purchasing Executive (Sep 2013 – Jan 2018)

**SMANA HOTEL AL RIQA. DEIRA, DUBAI**

Purchasing Officer (Aug 2011 – Aug 2013)

**AL NAWRAS HOTEL APARTMENTS (PRE-  
OPENING)**

Purchasing Officer (June 2010 – Aug 2011)

**DHOW PALACE HOTEL – BUR DUBAI**

Storekeeper (March 2008 – June 2010)

### ESSENTIAL JOB RESPONSIBILITIES

- Preparing Purchase Orders for Food, Beverage, General items for both local & overseas market.
- Work closely with all the departments in order to achieve and maintain best quality and prices.
- Establish and maintain the most effective purchasing and receiving procedures.
- Advise internal and external on issues regarding purchasing Terms & Conditions.
- In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase



---

## COMPUTER SKILLS

---

- MS Office
- FBM (Food/Beverage Material System)
- MMS (Material management System)
- HMS(Hotel Management System)

---

## EDUCATIONAL DETAILS

---

Bachelor of Arts (BA) – 2006  
Punjab University – Pakistan

- Orders delivery and shipment schedules.
- Resolve supply, quality, service and invoicing issues with vendors.
- Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation.
- To assist the Purchasing Manager to purchase all materials to the company's exact business requirements by collating and analyzing order requirements and supplier information.
- Send purchase orders to the suppliers after getting the approval from concern departments.
- Request samples from vendors and forward them for the user's approval.
- Contact as many suppliers as possible for the best price and best quality.
- Find an alternate supplier for every item.
- Maintain record for all the suppliers in their respective files.
- Maintain good business relationship with suppliers to ensure the prices quoted are reasonable, if accepted quality and can be delivered within schedule.
- Negotiating and supervising supply contracts and formulating policies with suppliers.
- Prepares list of possible suppliers with their price quotations and ensure the number of possible suppliers per item are adequate (at least three).
- Communicate to Executive Chef for any unforeseen changes in the F&B supplies, i.e., Shortage, Surplus Seasonal availability of items.
- Resolves and answers questions regarding purchasing issues with departments and/or vendors.
- Arrange cash purchase if any item is not available with regular supplier.
- Update the Finance/ Restaurant/ Ops



---

## PERSONAL INFORMATION

---

Nationality:

Pakistani

Marital Status:

Married

Languages:

English, Urdu, Punjabi Passport

Number:

AE 5153813

Visa Status:

Cancelled Till 15<sup>th</sup> Nov 2021

Driving License:

Having a Valid UAE Driving  
License (Automatic)

---

Manager on any promotions that company can take opportunity of.

- Reconciles and processes invoices/requests for payments against requisitions.
- Ability to stick to deadlines/tasks with high level of precision & accuracy
- Strong communication/Planning skills in outlet pre-openings.
- Keep updates with market trends.