



MUHAMMED ROUSHEED

PROCUREMENT COORDINATOR

CONTACTS



- +971547817480
- rousheedkp@gmail.com
- Al Mushrif, Abu Dhabi, UAE

STATUS



Available Immediately

EDUCATION



BACHELOR OF COMMERCE

Kannur University. | India
2017

SKILLS



- Inter – Personal Communication & Team skills.
- Able to work independently.
- Self-motivated with a positive attitude.
- Thrive on working in a challenging environment.
- Ready to accept any challenge for a promising career in a good supportive working environment.
- Having a creative honest and service-oriented mind.

LANGUAGES



English, Malayalam, Hindi, Arabic

PERSONAL DETAILS



Date of birth
08/10/1995

Nationality
India

Visa status
Visit/Tourist

Marital status
Single

DRIVING LICENSE



Driving license category
UAE Valid Driving License

ACHIEVEMENTS



Got 3rd position on Table Tennis in Kannur University Intercollegiate Meet Championship held on 2016-2017 Batch

ABOUT ME



Attaining Personal and professional satisfaction through taking a challenging and creative role in a reputed company that would give me enough way to steer towards fulfilling the company's objectives, while fostering team spirit with a commitment to company excellent.

WORK EXPERIENCE



- JAN 2019
NOV 2021

PROCUREMENT COORDINATOR
Don Rite Engineering Enterprises LLC, | Abu Dhabi, UAE

(Construction and Landscaping)
- JUL 2018
JAN 2019

ACCOUNTS EXECUTIVE
ATK Enterprises | India
- APR 2018
JUN 2018

ACCOUNTANT
Super Traders | India
- JUL 2017
AUG 2017

AUDITING ASSISTANT
IT Associates tax consultant | India
- APR 2016
NOV 2016

TECHNICAL SUPPORTER
Implemer Technologies | India

COMPUTER PROFICIENCIES



- MS Office, MS Internet Explorer.
- Tally ERP 9, Quickbook.
- Well experience in desktop support
- Good typing skills

DUTIES



- Maintained complete documentation and records of all purchasing activities.
- Communicated with vendors regarding inventory needs and negotiated prices to maintain profit margins.
- Maintained consistent email communication with stores and suppliers to confirm and track orders and verify price revisions on purchase orders.
- Communicated frequently with stores and vendors to manage orders and verify revisions on purchase orders.
- Tracked inventory shipments and prepared spreadsheets detailing item information.
- Negotiated policies and contracts with vendors to achieve optimal pricing and consistent availability.
- Managed vendor purchase order process including dispatch, delivery and invoicing to set contractual guidelines and maintain budgetary regulations.
- Handled customs clearances and documentation to deliver goods in compliance with laws and regulations.

DECLARATION



I hereby declare that the above furnished information is true to the best of my knowledge and belief.

MUHAMMED ROUSHEED K.P