

CURRICULUM VITAE

Syed Yakhoob

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Professional Objectives-

- Seeking a Challenging Position as **Store Admin or Procurement Officer** with an organization that will share skills, knowledge, and experiences.

Professional Qualification- (Graduated)

- Pre- University College (KUVEMPU UNIVERSITY, BANGALORE)
- Diploma in Civil Engineer Discontinued, University: (GOVERNMENT POLYTECHNIC INSTITUTE OF TECHNOLOGIES, Bangalore India).

IT Skills-

- Well-versed experience with MS Office and Auto CAD.
- Expert in using software ACONEX for reviewing the drawings and project related documents.

Summary of Professional Work Experience- 7+ Years-

- Knowledge of procurement processes, policies and procedures.
- Strong emphasis on accuracy and detail.
- Ability to handle multiple projects simultaneously to meet goals and deadlines.
- Proficient in Microsoft Office programs, such as Excel.
- Good time management and organizational skills.

Personal Details-

- Name : Syed Yakhoob
- Date of Birth : 06th Sep 1996
- Material Status : Single
- Nationality : Indian
- Visa Status : Residence/Employment
- Passport No. : T9388835, Bangalore (INDIA)
- Language knows : English, Arabic, Urdu, Hindi, Kannada Etc.
- Date of availability : One Month Notice

Responsibilities- Including Overall Procurement & Store Admin Work-

- Receive purchase request from Procurement manager for further processing and make sure grants and other information are correctly encoded into the Procurement System.
- Issue request for quotation from suppliers and prepared bid analysis.
- Update Procurement database in regular basis.
- Make sure purchaser order is issued or contractual agreement is made with selected supplier.
- Ensure delivery of goods or service to field office.
- Develop business strategies to raise our customers pool, expand store traffic and optimize profitability.
- Meet sales goals by training, motivating, mentoring and providing feedback to sales staff.
- Ensure high levels of customers satisfaction through excellent service.
- Complete store administration and ensure compliance with policies and procedures.
- Maintain outstanding store condition and visual merchandising standards.
- Report on buying trends, customer needs, profits etc.
- Propose innovative ideas to increase market share.
- Conduct personnel performance appraisals to assess training needs and build career paths.
- Deal with all issues that arise from staff or customers (complaints, grievances etc).
- Be a shining example of well behaviour and high performance and additional store manager duties as needed.

PROFESSIONAL WORK EXPERIENCES- TOTAL EXPERIENCE OF 7 YEARS.

- **CLIENT** : **ETIHAD RAIL.**
- **COMPANY** : **CHINA RAILY INTERNATION COMPANY.**
- Designation : PROCUREMENT COORDINATOR & STORE ADMIN.
- Project : Bridges,Culvert, Underpass, Abu Dhabi - **(UAE)**
- Duration : July 2021 TO PRESENT

- **CLIENT** : **ELEGANT PROPERTIES.**
- **COMPANY** : **ELEGANT PROPERTIES.**
- Designation : PROCURMENT OFFICER & STORE OFFICER.
- Project : Residential Building, Commercial & Villa's - **(KSA)**
- Duration : January 2016 to June 2021

Key Roles & Responsibilities- Include Overall Procurement officer & Store Admin-

- Perform the Procurement of goods and service as per receive purchase request from Procurement manager for further processing and make sure grants and other information are correctly encoded into the Procurement System.
- Issue request for quotation from suppliers and prepared bid analysis. Update Procurement database in regular basis.
- Make sure purchaser order is issued or contractual agreement is made with selected supplier.
- Ensure delivery of goods or service to field office.
- Check inventory records for accuracy,keep records of items received, or transferred to another location.
- Find, sort, or move goods between different parts of the business.
- Compile reports on various aspects of changes in production or inventory.
- Inspect the materials received from suppliers with respect to PR, quality & quantity.
- To ensure the proper tagging of identification slip and bin cards on each item.
- Prepare Monthly & Annually Material consumption & requirement reports.
- To maintain the Store Inventory Level in view of monthly consumption.
- Supervise store labour and getting results through efficient & effective way.

Declaration-

- I hereby declare that the above-mentioned details are true to the best of my knowledge and belief. If selected I promise to abide by the rules and regulations of the organization and fulfill the duties entrusted to me to the utmost satisfaction of my superiors.

Current Location: Al Reem, Abu Dhabi

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