

Syed Jilani Basha

Purchase Officer

Experience: **15 years** of experience (in **Dubai, UAE**)

Availability: Immediately

Email:sjilanii@hotmail.com, sjilanii@gmail.com

Location: Dubai, UAE

Visa Status: Visit Visa

Driving License: **UAE Valid**

Dubai Cont: 055-1242210; 056-9336955



OBJECTIVE:

Looking forward to join a progressive organization where I can pursue a successful career by utilizing my skills, abilities & experience to the maximum extent with full potential. Being a professional I feel confident that I can achieve a level performance which is nothing short to perfection.

TECHNICAL QUALIFICATION:

- ❖ Intermediate (C.E.C. Group) from V.V&M College.
- ❖ B.com Graduate(Commerce Group) from Nagarjuna University, India

ADDITIONAL TECHNOLOGY SKILLS:

- ❖ Microsoft Applications: Ms Word; Excel; Power Point, Outlook
- ❖ Software Applications: Good experience in Tally ERP, Peachtree, Visual Enterprises, Farvision, Commrade ERP.
- ❖ Typing Skills : 30words per Min.

8 YEARS WORK EXPERIENCE IN U.A.E. (FUTURE TOWERS CONTRACTING LLC & LTS ELECTROMECHANICAL EQUIPMENT INSTALLATION & MERCURY ALUMINIUM,UAE)

Company : Civil & MEP, HVAC, Technical & Aluminum Group of Companies.
Position Held : Purchase Officer (Civil, MEP, HVAC, ELV & Fitout)
Duration : From Jan 2015 to still Now
Department : Purchase Department

7 YEARS WORK EXPERIENCE IN U.A.E. (BIN BELAILA CONTRACTING L.L.C,UAE)

Company : Bin Belaila Contracting Co. (L.L.C)
Position Held : Purchase Officer (Civil)
Duration : From April 2005 to August 2012
Department : Purchase Department

2 YEARS WORK EXPERIENCE IN U.A.E. (Yaseen Al Khaja Real Estate,UAE)

Company : Yaseen Al Khaja Real Estate
Position Held : Accounts Asst (Real Estate)
Duration : From August 2002 To 2004
Department : HR Department

1 YEARS WORK EXPERIENCE IN U.A.E. (Yaseen al Khaja Group,UAE)

Company : Yaseen Al Khaja Maintenance co
Position Held : Material Purchaser
Duration : From Oct 2001 To 2002
Department : HR Department

JOB DESCRIPTION IN CIVIL WORK IN (BELAILA CONTRACTING L.L.C,UAE)

- ❖ Receiving Supplies requests, obtaining quotations, preparing LPOs
- ❖ Be responsible for Floating enquiries, follow up for quotations and receiving quotations, quote comparisons.
- ❖ Coordinate with sites for material specs, arranging samples and submittals etc.
- ❖ Liaising with sites & suppliers, while required. Preparing drafts to make LPO based on approved supplier and source maintaining all the relevant records i.e. Indents, LPO and Quotations.
- ❖ Selecting suppliers for assessment, review responses and make approval decisions.
- ❖ Negotiating prices and special offers & approving suppliers and sub-contractor.
- ❖ Ordering of Raw Materials, prepares and approving Purchase Order.
- ❖ Checking availability of each and every material/ Makes follow-ups any claims or rejected materials.
- ❖ Checking Invoices as per the Purchase Order/ Handling supplier's credential coordinate with stores and production to always keep the minimum raw material level required.
- ❖ Manage the Purchase of materials and secure their supply in the right time.
- ❖ Negotiate the best deal of cost, payment terms and services with suppliers.
- ❖ Identify & manage qualification of new suppliers. Develop supplier's reliability measures & track their performances.
- ❖ Develop and maintain good relationship with suppliers.
- ❖ Ensure all purchasing documents are well processed, filed, maintained and accessible.
- ❖ Ensure all invoices are processed timely and paid to the suppliers as per agreed timing.
- ❖ Contribute to the company cost reduction program and inventory targets. Coach Countries Purchasing resources on purchasing skills & processes.
- ❖ Provide direct interface with the client representative and reviewing quality control and construction issues.
- ❖ Arrange/attend progress review meetings with client and subcontractors.

SUMMARY OF PROJECTS UNDERTAKEN AND INVOLVE WITH:

289	2B+G+5 STOREY	MR. FAISAL ABDULLA AL GURG	319-288	ODU METHA	AL GURG CONSULTANT
291	2B+G+18 STOREY BUILDING	H.H. SHEIKH AHMED BIN RASHID AL MAKTOUM	231-126	AL NAHDA 2ND	NEXT CONSULTANT
292	B+G+19 STOREY BUILDING	H.H. SHEIKH HAMDAN BIN RASHID AL MAKTOUM	231-127	AL NAHDA 1ST	AL GURG CONSULTANT
294	2B+G+11+GYM MIXED BLDG.	MR. AHMED SUWADAN MOHD. AL BALUSHI	22-007	SILICON	DUBARCH
297	B+G+21 STOREY	DR. KHALIFA MOHAMMED SULAIMAN	231-124	AL NAHDA FIRST	ARKITEKNIK INTERNATIONAL
299	2B+G+2P+13 STOREY HOTEL & RETAIL MALL	MR. SAEED MATAR SAEED BELAILA	134-985	AL MAMZAR	DEWAN CONSULTANT
301	8 (G+1) VILLA	H.H. SHEIKH AHMED BIN RASHID AL MAKTOUM	353-146	AL SAFFA FIRST	ARENCO CONSULTANTS
302	2B+G+12 RES. BUILDING	H.E. AHMED MACKI	241-352	AL NAHDA 2ND	DUBARCH
303	22 (G+1) Villas	DUBAI INTERNATIONAL REAL ESTATE	332-1128	JUMEIRAH FIRST	HEGAZY ENGINEERING
305	B+G+12+Gym Investment Twin Building	DUBAI INTERNATIONAL REAL ESTATE	231-162 & 321-163	AL NAHDA 1ST	Al Majal Engineering Consultant
306	3B+G+M+18 Building	Emirates NBD bank	114-2087	Deira Dubai	Zone Architecture Consultant
307	202 (G+1) VILLAS FALCON CITY PHASE1,STAGE 2	Falconcity of Wonders L.L.C.		Falconcity	Arab Experts Engineering Consultants.

PERSONAL PROFILE

Profession :- Purchase Officer
Gender :- Male.
Nationality :- Indian.
Religion :- Islam.
Marital Status :- Married.
Language Known :- English , Hindi & Urdu.

DECLARATION:

I hereby declare that the above mentioned information are true to the best of knowledge, if selected to work in your firm, I shall offer my whole hearted and dedicated service, making complete usage of my skills, expertise, experience, and knowledge.