

Bharath Raj S

PURCHASING OFFICER

My primary objective as a Purchase Officer is to ascertain that all purchase requests are promptly managed so as not to halt the company's daily operations. I will make sure that suppliers and bidders go through the bidding procedures before the delivery is done. As a Purchase Officer, I have to abide with all the governing laws and regulations related to purchasing. I am very familiar with all the policies and procedures involved in the requisition, quotation requests, comparison and delivery of the products. With this said, I am confident that I will achieve my objective.



✉ bharathrajrajeev@gmail.com

☎ 0544339721

📍 DUBAI, UAE

EDUCATION

Bachelor of Commerce, Computer Applications

Sree Narayana Institute of Technology, Kerala University

06/2014 - 08/2017

Project

- Computerisation of salary of employees, Kerala Water Authority.

Master of Business Administration

Acharya Institute of Technology, BANGLORE, VTU University

09/2018 - 11/2021

Project

- A STUDY ON EMPLOYEE JOB SATISFACTION AT MERIIBOY ICE CREAM

WORK EXPERIENCE

Marketing Executive

SpaceTech Solutions

07/2021 - 07/2022

TRIVANDRUM, KERALA, INDIA

Executive Relationship Manager

RELIANCE NIPPON LIFE INSURANCE

04/2023 - Present

KOLLAM, KERALA, INDIA

Contact : RATHEESH R - 9605111198

PURCHASE OFFICER

CONDOR BUILDING CONTRACTING L.L.C

07/2023 - Present

DUBAI, UAE

Achievements/Tasks

- RECEIVING MATERIALS REQUISITION FROM THE STORE.
- SENDING ENQUIRY TO POTENTIAL SELLERS.
- GETTING QUOTATIONS FROM THE SELLERS.
- PREPARATION OF PRICE COMPARISONS FROM DIFFERENT SELLERS.
- COMPARING THE PRICE & NEGOTIATING WITH SELLERS.
- SELECTING A GOOD SELLER ACCORDING TO SERVICES, RESEARCH & MARKET TRENDS.
- PREPARATION OF L.P.O & SENDING BACK TO SELLERS.

Contact : MAJU - +971 55 3058578

SKILLS

Microsoft Office

Decision Making

Collaboration/Teamwork

Confidence

Giving & Receiving Feedback

Microsoft Excel

Microsoft Outlook

CERTIFICATES

Diploma in Indian & Foreign Accounting
(01/2017 - 09/2017)

Introduction to Office Suite (MS-Office Suite (MS-Office & BOO)

SAP, ERP navigating, ERP user, Cross- Application Time Sheet

Cambridge English Entry Level Certification in ESOL International

Business English Certificate Preliminary

SAP, Accounts Payable, Accounts Receivable, Management Accounting

LANGUAGES

HINDI

Full Professional Proficiency

ENGLISH

Full Professional Proficiency

MALAYALAM

Full Professional Proficiency

TAMIL

Full Professional Proficiency

INTERESTS

Volunteering

Writing

Photography

Reading