

Arash Nakhostinfathi

24/2. Shoalhaven St, Bundoora.

Phone: 0481249666

VIC 3083

arash2569@yahoo.com

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## CAREER PROFILE

Committed Purchasing Coordinator with 17+ years' experience in supplying Banking machineries such as ATM, POS, VTM, Printers and Electronic Devices along with the related spare parts. Contracts and supplier relationship management and master's along with all the accessories such as Cables, Adaptors, USB Peripherals, Power Banks, USB Docking Station and etc. Master's degree in Executive Management (MBA). Adept at managing end-to-end operations for multiple procurement projects simultaneously, liaising with internal departments, suppliers, and customers to establish feasible times and budgets. Exceptional negotiation skills, establishing new and long-lasting customer relationships that expand business opportunities into new markets.

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## AREAS OF STRENGTH AND EXPERTISE

• Global Sourcing & Localization • Purchasing • Time Management • Adept Negotiator

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## PROFESSIONAL EXPERIENCE

**Tosan Techno Co, Tehran Iran**

**June 2011 till October 2017**

### **Purchasing Coordinator**

Tosan as the first Banking solution and hardware provider in Iran, owns latest Banking knowledge with regards to its experience of cooperation with Banks through the years. Being active in developing Banking solutions for over a decade, Tosan has tried to meet all customer needs in its products. Efficient technical staff, having the latest knowledge and technology, and having reliable business partners all around the world allow TOSAN to offer a wide range of professional Banking services and provide high quality services to its customers. Solutions offered by TOSAN are a combination of Banking products and services that allow Banks and other financial institutes to apply the latest technology in the world to mix with their Banking services.

### **Responsibilities**

- Purchasing and sourcing the best suppliers.
- Procurement of direct and indirect materials and services.
- Follow up the end to end purchase activities from purchase requisition, purchase orders and follow up till deliveries
- Manage part shortages, expedite requests, services request from customer

**Iran Electrical Engineering Co. ( IREEE ) Tehran, Iran**

**July 2010 to June 2011**

**Purchasing and Procurement Coordinator**

The IREEE Co is an engineering company and played an important role in the most important Power Transmission projects in Iran as a main contractor or supplier and during the past seven years not only in the power sector but also in the field of Gas & Oil, by performing engineering activities, producing of equipment's and execution of projects, managed to do its share in the development of infrastructures of the country.

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**Kharazmi Office Machines Co ( KOM ) Tehran, Iran**

**November 2000 to July 2011**

**Purchasing and Procurement Officer**

Kharazmi Office Machines Inc., was incorporated in 1995 with the aim of bringing the latest innovations in the field of Information Technology, especially for the Banking and Financial industry, to the market place.

**Responsibilities**

- Procurement of direct and indirect materials and services related to the Banking industry
- Sourcing of new materials to the potential suppliers.
- Develop and refine sourcing strategies for major suppliers
- Follow up the end to end procurement activities from purchase requisition, purchase orders and follow up till deliveries
- Manage part shortages, expedite requests, services request from customer

### **EDUCATION AND CERTIFICATION**

Master of Arts in Executive Management ( MBA ), Lahijan University, Iran. 2017

Bachelor of Arts in English Literature, Karaj University, Iran. 2000

Purchasing Management and Foreign Commercial orders, Iran Industrial Management Institute. 2007

### **ADDITIONAL INFORMATION**

Microsoft Office, Excel, Word, Power Point.

Fluent in written and spoken English.

Enjoy ping pong, football, photography, traveling, music, and movies.