

NIDESH**nidesh.hari@gmail.com****Contact: 00971525080627****Address: B6 103 Karama - Dubai****Career Objective**

Looking for a career opportunity in an organization that gives me a conducive environment and allows me to prove myself and to grow along. I shall consider myself fortunate if I can add to my knowledge and skills, while meeting and even exceeding the expectations of the job.

Work Experience

- Currently Working as a Procurement Officer in Locate General Trading LLC-Dubai UAE (2022 September to Till Date)
- Worked as a Procurement Officer in BBM Oilfield Equipment Trading LLC. Umm al Quwain - UAE (2021 June to August 2022)
- Worked as a Procurement Officer in Orill Oilfield Supplies LLC Dubai - UAE (2020 November to April 2021)
- Worked as a Procurement Officer in Global International Gen. Trad. & Cont. Co. WLL, Kuwait (2013 January to 2020 August)

Educational Qualification

- **M.B.A in Marketing from Mangalore university, India (2008-10)**
- **BA Economics from Calicut university, India (2005-08)**

Duties & Responsibilities

- Ensures the timely delivery of quality products at the lowest possible cost from international market like China, Korea, UK, US, UAE etc.
 - Participates in the selection of suppliers based on a criteria
 - Conducts a comparative analysis on supplier prices
 - Reviews and evaluates the performance of the suppliers
 - Processes the necessary clearance documents
 - Closely liaising with the clearing agents
- Ensures the proper management of procurement department operations in the absence of the Head of department:
 - Carries out all necessary procurement activities
 - Ensures the proper processing of assigned customer orders
 - Verifies quantification of orders
 - Verifies that the required order is within the agreed budget
 - Coordinates the Sales and Dispatch officers when processing the orders
 - Submits final invoices to the Finance and Accounts.

- To assist and advise the Head of Procurement & Legal as well as the rest of the organization on all Procurement issues.
- Buying the best quality equipment, goods and services for a company or organization at the most competitive prices. They work in a wide range of sectors for many different organizations.
- Need to be good at negotiating, networking and dealing with numbers, as well as dealing with other factors such as sustainability, risk management and ethical issues.
- Developing an organization's purchasing strategy and participates in the selection of suppliers based on criteria.

Strengths

- Adapt in analyzing, information, system needs.
- Good Listener
- Good Communication skills
- Comprehensive problem-solving abilities

Computer Knowledge

- Well versed with MS Office applications and OS Windows
- Tally ERP 9

Personal Information

Date of Birth:	September 29, 1987
Marital Status:	Married
Nationality:	Indian
Languages Known:	Malayalam, English, Hindi
Passport NO:	T 5334212
Visa Status:	Employment

References shall be furnished upon request.