



ARYA RAMACHANDRAN

CONTACT INFO

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Languages Known:

English

Tamil

Malayalam

Skill Highlights:

Peachtree

Microsoft Powerpoint

Microsoft Excel

Data entry & Bookkeeping

Time Management

Amicable Customer Service

Document Management System

Effectively Communicate

Summary

Dedicated and detailoriented professional with over 3 years of experience in administrative and procurement roles.Skilled in vendor management,negotiation, and inventory control.Seeking a procurement position to contribute to efficient supply chain operations and cost optimization.

Education

2019 Masters of Business Administration (HR,Finance),Anna University

2017 Bachelor of Commerce (IT),Bharathiyar University

Experience

TSS Interiors, Dubai – (2023-2024)

Procurement Coordinator

- Coordinated with suppliers to source materials,ensuring,timely delivery of high quality products for projects.
- Managed procurement documentation,including purchase orders,vendors contracts,and invoices.
- Assisted in negotiating favorable terms with vendors,achieving cost savings for the company.
- Monitored inventory levels and ensured stock availability for ongoing and upcoming projects.
- Streamlined administrative processes to enhance efficiency and support project timeliness
- Managed administrative tasks,including scheduling meetings and handling HR communications.

Mosaic Interiors, Dubai - (2020 – 2023)

Coordinator

- Generate & issue invoices for goods & services provided to client or suppliers.
- Scheduling meetings, appointments and events for executives.
- Keep tracks for all financial transactions and investigate any Irregularities.
- Assisted in Sourcing Suppliers and obtained price quotes for material and services.
- Provide administrative service to supervisor to streamline and organize work.
- Research and obtain further information for incomplete documents.
- Fulfill any additional ad-hoc responsibilities as assigned.
- Generate reports, stores completed working designated locations and perform backup operations.
- Handling routine tasks to support the functioning of the office.
- Managed travel Logistics, ensuring cost effectiveness and adherence to company travel policies.

Certifications

Hiring Practices (Course Era).

Declaration

I hereby declare that all the information furnished above is true to the best of my belief.

ARYA RAMACHANDRAN