



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