



# ASHIF K S

PURCHASE EXECUTIVE

Experienced **Purchase Executive** with expertise in procurement, vendor management, and supply chain operations. Skilled in sourcing materials, negotiating with suppliers, managing inventory, and optimizing purchasing decisions. Strong in supplier performance analysis, compliance, cost analysis, and budgeting. Proven ability to collaborate with cross-functional teams to align procurement with business goals.

CONTACT ME:

056 117 9291

azhifashi@gmail.com

## EDUCATION

**MBA Specializing in Logistics | 2021 - 2023**  
Bharathiyar university Coimbatore, Tamil Nadu, India

**Bachelor Of Commerce (Finance) | 2017 -2020**  
University of Calicut Kerala, India

**Higher Secondary and Matriculation | 2015 - 2017**  
Mount Seena Public School Palakkad, Kerala, India

## KEY SKILLS

- Procurement
- Vendor Management
- Supply Chain
- Negotiation
- Inventory Management
- Sourcing
- Budgeting
- Cost Analysis
- Supplier Performance
- Compliance
- Purchasing
- Market Research
- Inventory Control

## TECHNICAL SKILL

- MS Office
- Equal Erp
- Google sheets

## EXPERIENCES

**PURCHASE EXECUTIVE**

**FEB 2023-NOV 2024 | THAJ FOODS CHOOLAIMedu, CHENNAI**

**JAN 2022-JAN 2023 | BISMILLAH MOTORS PALAKKAD, KL, INDIA**

### DUTIES AND RESPONSIBILITIES

- Managed procurement of raw materials, goods, and automotive parts, ensuring timely delivery, cost-effectiveness, and alignment with inventory requirements.
- Coordinated with vendors and suppliers to negotiate pricing and terms, securing the best possible deals and maintaining strong professional relationships.
- Monitored and maintained optimal stock levels, placed orders to avoid stock-outs or overstocking, and ensured seamless supply chain management.
- Conducted market research to identify reliable suppliers, evaluated product quality, price, and delivery options, and stayed informed on industry trends.
- Processed purchase orders, tracked shipments, and maintained accurate procurement records, ensuring compliance with company policies and regulations.
- Analysed supplier performance, resolving any issues related to product quality or delivery and ensuring reliable and consistent supply.
- Collaborated with the finance department to reconcile purchase orders, invoices, and payments, supporting cost analysis and budget optimization.
- Assisted in cost analysis and budgeting efforts, driving cost-saving initiatives while maintaining product quality and supplier performance.
- Worked closely with operations, sales, and service teams to ensure procurement aligned with business requirements and customer needs.
- Provided regular reports on procurement activities, supplier performance, and cost analysis to senior management to support strategic decision-making.

## INTERESTS

- Cricket
- Movies
- Football

## LANGUAGES

- English
- Arabic
- Hindi
- Malayalam
- Tamil

## PERSONAL DETAILS

Phone No	: +971 056 117 9291
Mail ID	: azhifashi@gmail.com
Date of Birth	: 21/06/1998
Nationality	: Indian
LinkedIn	: linkedin.com/in/ashif-k-s-8a6630229
Gender	: Male
Address	: Dubai, Deira

## DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge.

ASHIF K S