



AHMED  
NAVEED

PURCHASE MANAGER

Contact

Address

DUBAI, UAE 0000

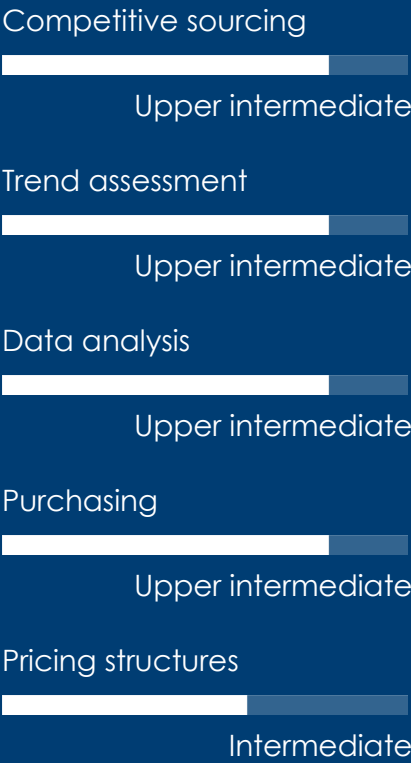
Phone

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Skills



Purchase Manager skilled in analyzing market trends and reading competitor purchase and distribution data to best price and sell products. Monitored stock levels and consumer trends to best resupply and order popular products. Communicated with sales staff to achieve timely delivery of products and suggest new similar products. Experienced with over years in quality assurance of outgoing products from manufacturing to delivery. Excelled in accurate record-keeping of recurring customers and new database records for new customers. Communicated with manufacturers to provide raw materials for manufacturer of popular products. Experienced with over years in quality assurance of outgoing products from manufacturing to delivery. Excelled in accurate record-keeping of recurring customers and new database records for new customers. Communicated with manufacturers to provide raw materials for manufacturer of popular products.

Work History

2023-04 - 2023-06	<div><div>Purchase Assistant</div><div>ALAHLI ALDHABI PROJECT MANAGEMENT SERVICES, Dubai</div><ul style="list-style-type: none"><li>Communicated with vendors and distributors to negotiate prices and purchase contracts.</li><li>Researched competitors' market and revenue to determine shortfalls and opportunities for new business and market capture.</li><li>Analyzed market trends to accurately identify product values for pricing and special promotions.</li><li>Corresponded with sales department to achieve proper order, resupply, shipment and delivery of products.</li><li>Communicated with materials suppliers to negotiate future orders and manage JIT delivery for manufacture.</li><li>Updated purchase records and CRM database to capture correct information and details such as model numbers, warranty expirations and customer details.</li><li>Avoided deterioration of delivery times of products and quality of products by communicating clearly with warehouse and delivery staff.</li><li>Conducted quality assurance prior to delivery of</li></ul></div>
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## Budgeting

Upper intermediate

## Decision-Making

Upper intermediate

## Clerical Support

Intermediate

## Software

### MS OFFICE

Upper intermediate

## Languages

English, Urdu,  
Hindi, Malaysian

Upper intermediate



2023-01 -  
2023-03

## Project Manager

ALALHALI ALDHABI PROJECT MANAGEMENT, DUBAI

- Managed projects from procurement to commission.
- Identified plans and resources required to meet project goals and objectives.
- Achieved project deadlines by coordinating with contractors to manage performance.

2019-09 -  
2021-10

## Food Court Manager

Cheenis Malaysia Restaurant Sri Hartmas KL, KUALA LUMPUR

- Conducted health, safety, and sanitation process evaluations to identify and remedy any violations immediately.
- Promoted positive atmosphere and went above and beyond to guarantee each customer received exceptional food and service.
- Correctly calculated inventory and ordered appropriate supplies.
- Quickly identified problem situations and skillfully resolved incidents to satisfaction of involved parties.
- Met, greeted, and encouraged feedback from customers and used feedback to implement positive changes within restaurant.
- Led and directed team members on effective methods, operations, and procedures.
- Quickly identified problem situations and skillfully resolved incidents to satisfaction of involved parties.
- Effectively managed payroll and timekeeping, and paperwork for new hires and terminations

2017-02 -  
2018-02

## Contractor

RESTU IBU AM HOTLIER, KUALA LUMPUR

- Kept site work safe and in line with budget, schedule, and applicable building codes.
- Delivered outstanding service to customers to maintain and extend relationships for future business opportunities.
- Consulted with customers to assess needs and

propose optimal solutions.

- Hired and oversaw subcontractors to meet project needs.
- Kept site work safe and in line with budget, schedule, and applicable building codes.
- Hired and oversaw subcontractors to meet project needs.
- Implemented changes requested by designers, owners, or inspectors to conform to specifications or updated demands.
- Consulted with customers to assess needs and propose optimal solutions.
- Delivered outstanding service to customers to maintain and extend relationships for future business opportunities

## Education

1998-07 -  
1999-08

### High School Diploma

*NATIONAL COLLEGE OF SCIENCE & INFORMATION  
TECH - LAHORE , PUNJAB, PAKISTAN*

2002-01 -  
2006-02

### Bachelor of Science: Industrial And Product Design

*UNIVERSITY OF ENGINEERING & TECHNOLOGY -  
LAHORE, PAKISTAN*

## Accomplishments

- Achieved [Result] by completing with accuracy and efficiency.
- Achieve through effectively helping with.
- Collaborated with team in the development.
- Supervised team of staff members.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Documented and resolved which led.
- Resolved product issue through consumer testing.