



## NAVASH SHERIF

### PROCUREMENT OFFICER

 +966560810017

 navassherifpk@gmail.com

 NAVASH SHERIF

## SUMMARY

To work on a challenging position in an organization that values purchaser's ability and skills to lower the cost to bottom line and realizes that purchasing is a profit center and a cost center. Further, I would like to use my skill to achieve the organizational goal and in turn avail the opportunity of self-development and continuous learning to evolve into a global procurement.

## EXPERIENCE

### PROCUREMENT & BUSINESS DEVELOPMENT OFFICER

DURRAH AL BARARI TRADING EST

Riyadh – Jan 2022 To Present

#### Accomplishments:

- Responsible for managing end-to-end procurement process.
- Sourced vendors, built relationships and negotiated prices.
- Developed productive relationships with key account holders.
- Worked with clients to resolve claim issues quickly and efficiently.
- Negotiated and finalized contracts.
- Assessed areas of service concern and developed improvement plans.
- Revenue Generation – Prospecting, Qualifying, Client engagement, Development, RFQ's & Proposals. Identifying new clients. Generating business from new accounts & developing them to achieve consistent profitability.
- Process Management - Proficient in end-to-end mapping of business process and developing standard operating procedures and templates.
- Supervising and directing employees in their day-to-day task

### ACCOUNTANT

FLUX DRUG STORE LLC

Dubai — November – 2018 To December-2020

Flux Drug Store is a Dubai Based company, was established to provide best healthcare products and solutions for individuals, hospitals, medical centers, clinics and other healthcare companies.

#### Accomplishments:

- Reviewed and processed invoice, sales tax, and purchase order, ensuring the accuracy of all data.
- Performed detailed cost analysis , manage accounts payable, and conducted weekly financial report.
- Maintained all accounting records and files, developed budget estimates,and worked on professional finance forecaste.
- Documents Handling.
- Office and Warehouse managnig
- Maintain an accurate inventory of packages and materials – incoming and outgoing.

## NOTABLE HIGHLIGHTS

- **Internship**  
One month internship programme at the HR department MALABAR GROUP AT CALICUT.
- **Project**  
Study on saving and spending habit of among college students.

## SKILLS

- Purchasing and procurement
- Communication skills
- Client Relationship
- Negotiation
- Problem solving
- Team player
- Tally software.
- Peachtree.
- Microsoft word, Excel and Power point.
- Prepare VAT Report
- Logistic managing.
- Hard working
- Motivating

## RELATIONSHIP OFFICER

MUTHOOT PINCORP Ltd

Kerala — 2017/09-2017/12

Muthoot Fincorp is a provider of mass finance in the form of gold and housing loans. Decades of dedicated research and experience in rural strongholds have enabled the Company to provide quick and customized finance options and investment schemes for millions of customers.

### Accomplishments:

- Understanding and interest in financial / banking products and markets.
- Ability to analyze and research information.
- Documents Handling.
- Prémery enquiry
- Confidence and Presentation skills.
- Excellent communication and listening skills.
- Excellent Accounting and Newmarical skill.

## EDUCATION

### MBA- FINANCE AND HUMAN RESOURCE MANGEMENT

**Mangalore University, India- 2017**

The graduate from the full-time MBA with achieving skills, experience and confidence. Now only two Yearlong cover a wide range of finance areas and accounting areas.

### BBA- HUMAN RESOURCE MANAGEMENT

**Calicut University, India -2015**

Human Resource Management to contribute both strategically and operationally to an organization's development of its workforce. During the program to studied strategic staffing, compensation and benefits, employee and labour relations, to help you develop the critical knowledge and core skills to become an effective HR professional.

---

## LANGUAGE

English



Malayalam



Hindi



Arabic



## PERSONAL INFORMATION

Father name : Alavi

Marital status : Single

Nationality : Indian

Driving license : India valid licenses

Date of birth : 23/06/1993

Religion : Muslim

## REFERENCES

Available upon request