

ANAS ABDUL HAMID PARKAR

(Procurement Officer / Purchasing Administrator
/ Data & Quality Analyst / Office & Admin Co-Ordinator)



Address: - Street - 11, Block – 06,

Al-Farwaniyah, Al-Asimah, Kuwait.

DOB: - 09th June 1995

Contact Number: - **+965 – 67615962**

Email: - **parkaranas143@gmail.com**

Career Profile:

A highly solution-oriented, analytical and accomplished Quality & Data professional experience in applying technology for implementing new functionality and to secure a challenging position where I can effectively contribute my skills and abilities which would prove to be an asset for the company.

Personal Summary:

A highly competent, motivated and enthusiastic with experience of working as a part of a team in a busy office environment well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable well-presented and able to establish good working relationship with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

Work Experience:

**MASAHA Company for Rental Equipment's
(Fouad AL Ghanim Group)
(Kuwait)**

**Procurement Officer
17 October 2020 – Present**

Duties:

- Procuring Items of Spare Parts & Equipment's required for Heavy Machineries.
- Finding out the major requirements of spare parts & equipment's to expand the business & growth of company in heavy machines market.
- Co-ordination with the suppliers regarding availability of the Spare Parts & negotiating the quotations & unit prices of parts.
- Preparing Purchase Orders, GRN (Goods Receipt Note), Invoices & creating a new spare part number using Oracle NetSuite.
- Maintaining records of Petty Cash & Items Purchased on Current Prices & Comparison of Old Market Rates.

Jm3eia.com (Kuwait)
Data Entry Executive
22 April 2020 – 11 August 2020

Duties:

- Maintaining Record for Data related to Stock Supplies, Products in Company Website, WMS & SAP.
- Access Online Orders to check the Availability of Products & Items in Warehouse.
- Transfers of Items in System as per the Zones & Racks in Warehouse.
- Maintaining record of Daily Orders Count & Tracking Live Orders.
- Maintaining Daily Logs & Attendance of Employees working in Shift Patterns.

Midas International for General Trading & Contracting Co. W.L.L.
(Kuwait)
Projects Co-Ordinator
07 May 2019 – 16 April 2020

Duties:

- Co-ordinating with the team and Other Depts related to Projects & Business works
- Preparing Bill of Quantities, Purchase Orders, Progress Reports etc.
- Uploading Work Schedule, Leave Request & Attendance of Engineers & Other Staff.
- Being Updated & Handling the Emails of Organization on Behalf of Project Team.
- Handling the Calls & Updating the Clients about the Status of their Projects.
- Sharing the Quotation & Estimate for New Projects
- Checking with the Status of Residency, Work Permits & Iqama Transfers with Admin Team
- Managing Overtime & Preparing Overtime Sheets as per the schedule.

TONS General Trading LLC (Kuwait)
Online Personal Shopper
December 2018 – May 2019

Duties:

- Accepting the Online Orders Placed by Customer on Application & Purchasing the Contents from Govt. Co-Op Markets
- Providing Customer Service to the Customer by Conversation on Call & Convincing for Replacement's
- Handling Customer's Complaints due to Delay in Order or Unavailability of Products.
- Checking About the Status of Delivery of Order by Co-ordinating with the Customer.

One Point One Solutions Pvt Ltd (Mumbai, India)
Quality Analyst Executive & Customer Response Executive
January 2017 – July 2018

Duties:

- Checking out the Quality of Customer Service provided by CRE's to the Customers.
- Live-Barging of Ongoing Call between Customer and Executives & Providing Feedbacks on Real-Time Basis.
- Generating Monthly, Weekly & Daily Reports related to Quality Analysis, Efficacy, Activities etc.
- Handling & Resolving Customer Queries related to Issues & Feedback for Internet & Voice Service of Tata Teleservices Limited.
- Generating Sales Lead by convincing the Customers for Internet & Voice Services on Call.
- Checking Out the Network Feasibility in the Customer Locality.

Muskaan Cargo Movers (Mumbai, India)
Data Analyst
October 2015 – December 2016

Duties:

- Collection of Data related to Business like Loadings, Tonnage and Equipment's Availability.
- On-Site Visit & Supervision of work under process.
- Handling Customers & Queries related to Business & Organization.
- Technical Responsibilities – Troubleshooting of User Problems related to Desktop.

Arun Haulers (Mumbai, India)
Senior Office Executive
June 2014 – September 2015

Duties:

- Preparing & Generation of Reports, Invoices & Bills related to Shipments & Loading of packages.
- Follow-up & Updating of Work to the High authorities of Organization.
- Handling Customers & Queries related to Business & Organization.
- Technical Responsibilities – Troubleshooting of User Problems related to Laptop & Desktop Computer like RAM, Hard Disk and Formatting of OS like Windows XP & 7.

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Skills:

- **MS-Office Knowledge:** - Working on Excel Sheets, MS – Word, PowerPoint, Formulas etc.
- **Oracle NetSuite:** - Uploading & Managing Vendors, Creating & Inventory of New Parts, Managing Unit Prices etc.
- **SAP** (Materials Module Management (MM) Version – Uploading Purchase Order, Creating Goods Receipt, Creating & Labelling Barcodes etc.
- **Hardware Knowledge:** - Troubleshooting of User problems related with Laptop and Desktop like RAM & Input / Output Devices, Installation of Windows XP & 7.
- Proficient using Outlook, Other Programs & Knowledgeable of latest office Procedures.
- Strong organizational, administrative and analytical skills.
- Ability to produce consistently accurate work even whilst under pressure.
- Can communicate effectively with colleagues, external companies, different departments and senior managers.

Certifications & Academic Qualifications:

Certification Name	Certification No.
All India Council for Professional Training & Research (AICPTR): Certificate in PC Maintenance (CPM)	CPM31369/0713-227802
All India Council for Professional Training & Research (AICPTR): Certificate in Networking (CCN)	CCN31369/0713-22781
Certificate in Desktop Publishing (DTP)	0431
Higher Secondary Examination Certificate	003759
Senior Secondary Examination Certificate	073759

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JOINING DATE: **I CAN JOIN IMMEDIATELY**

Personal Details:

Visa Status: Article # 18 – Employment Visa (Transferrable)

Passport No: N0845086

Date of Expiry: 01/ 07/ 2025

Residency No: 295060902621

Passport Type: - Normal

Gender: Male

Marital Status: Single

Declaration:

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

Place: Kuwait

Anas Abdul Hamid Parkar