

NOUFAL NALAKATH



Contact Mobile

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Email

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Visa status: Work Visa

Transferable

Driving License: Holding a valid Qatar Driving License.

Languages: English, Malayalam, Hindi.

OPERATING SYSTEM

Windows7, XP, 10

SOFTWARE

ACCOUNT+ ERP

MS OFFICE TOOLS

Excel, Outlook, Power Point, Word.

Others:

Datta Entry

Purchasing Officer / Storekeeper.

Seeking a position of **Purchasing Officer / Storekeeper** with 6 years of experience in an organization where I will get an opportunity to utilize all my skills and knowledge of the field to benefit the company.

Work History

Company: Intend Trading & Contracting - Doha, Qatar.

Job Title: Purchaser / Storekeeper

From Sep 2021-Aug 2024.

- Research potential vendors.
- Compare and evaluate offers from suppliers.
- Receive and forward all goods and deliveries in and out of the hotel to the correct point of contact/storage area.
- Negotiate contract terms of agreement and pricing.
- Monitor and take inventory regularly to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Monitor Periodic Automatic Replacement levels for all food items to ensure proper levels.

Company: Thoughts Hospitality-Doha, Qatar.

Job Title: Purchasing Officer & Store in Charge

From Sep 2017-Aug 2021.

- Sourcing suppliers based on price, availability, necessity, quality and logistical expenses.
- Assessing vendors and their offerings with in-person visits, interviews and analysis to assess their quality.
- Negotiating sale agreements and supply contracts in ways that benefit their company.
- Maintain inventory levels, including ordering and replenishing merchandise, conducting regular inventory counts, and managing stock levels effectively.
- Ensuring store compliance with health and safety regulations.

KEY STRENGTHS

Supply chain optimization.
Inventory management.
Vendor relation.
Procurement strategy.
Cost control.
Shipping coordination.
Warehouse organization.

Company: Egis International -Doha, Qatar.

Job Title: Purchaser & Messenger

From May 2014 -May 2017

- Deliver messages, packages, and other items to various locations.
- Maintain accurate records of deliveries.
- Communicate with clients and customers in a professional and courteous manner.

EDUCATIONAL BACKGROUND

Higher Secondary School

From MASMVHS, Pavaratty under University of Calicut, Kerala India.

Other: STCW 95 From Eurotech, Cochin

CERTIFICATIONS/LICENSE

Qatar Driving License.

STCW 95(Standards of Training, Certification, and Watchkeeping for Seafarers)

DECLARATION

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

Place: Doha

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