



# SHAN SALIM

## PROCUREMENT COORDINATOR CUM ACCOUNTS

### CONTACT

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Saudi Arabia

### EDUCATION

#### MBA in Logistics & Supply Chain Management

Bharathiar University, Tamil Nadu, India | Currently Pursuing

#### B.Com Computer Applications

MG University, Kerala, India | 2018

### KEY SKILLS

- Purchase Coordination
- Supplier Evaluation
- Negotiation Skills
- Order Processing
- Invoice Preparation
- Vendor Management
- Customer Service
- Financial Reporting
- Accounts Payable & Receivable
- Budgeting and Forecasting
- Bank Reconciliation
- Bookkeeping
- Payroll Administration
- Tax Preparation & Filing
- Administrative Support
- Business Development
- Performance Analysis
- Strategic Planning
- Sales & Marketing
- Inventory Management
- Relationship Management
- Documentation & Reporting

### PROFILE SUMMARY

Dynamic and results-driven Procurement Coordinator cum Accounts professional with **over 4 years** of experience. Expertise in managing purchase orders, vendor relationships, financial reporting and inventory control. Proven ability in invoicing, payroll processing and financial reconciliation. Adept at optimizing procurement processes and leveraging ERP systems and accounting software to enhance operational efficiency. Committed to applying skills and expertise to drive organizational success.

### PROFESSIONAL EXPERIENCE

#### Procurement Coordinator cum Accounts

Bright World Trading Est, Jubail, KSA

May 2023 – Present

#### Roles and Responsibilities

- Create and process purchase orders accurately, handle rush orders and review pending orders to ensure timely delivery.
- Prepare and issue procurement documentation, including Requests for Proposals (RFPs), Requests for Quotations (RFQs), and tender packages.
- Conduct market research and analyze suppliers to identify the best purchasing options.
- Negotiate contracts and agreements with vendors to secure favorable terms and conditions.
- Manage the procurement process, including sourcing, negotiating, and purchasing equipment and supplies.
- Identify cost-saving opportunities and analyze data to monitor savings.
- Conduct market research to stay updated on material trends and price fluctuations.
- Negotiate terms with suppliers, including pricing, payment terms, and delivery schedules.
- Schedule and coordinate deliveries, resolve logistical issues and ensure adherence to agreed timelines.
- Monitor orders throughout the procurement process to ensure timely delivery and quality standards.
- Prepare and issue invoices, monitor payments and follow up on overdue accounts to prevent delays.
- Update daily material purchase bills in ERP systems to ensure accurate and timely record-keeping.
- Manage financial documents such as credit notes and purchase agreements, ensuring accuracy and compliance.
- Generate accurate quotations for customers, including cost calculations and terms of sale.
- Register new vendors, evaluate supplier offers, negotiate terms, and maintain up-to-date vendor records.

SOFTWARE PROFICIENCY

- SAP FICO
- SAP Business One
- Tally
- QuickBooks
- Peachtree
- Microsoft Office  
Word | Excel | PowerPoint
- Eumi ERP

SOFT SKILLS

- Communication
- Team Leadership
- Critical Thinking
- Time Management
- Decision Making
- Problem Solving
- Attention to Detail

STRENGTHS & QUALITIES

- Diligence in ensuring accuracy and quality in work.
- Patience when dealing with others.
- Encouraging and inspiring people to do their best.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.

PERSONAL INFO

- Nationality : Indian
- Date of Birth : 05 Aug 1996
- Passport No. : S1894125
- Visa Status : Company Visa
- Driving License : Saudi Arabia

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

- Build and maintain strong relationships with clients and suppliers for smooth operations.
- Respond to customer inquiries, provide order updates and address issues to ensure satisfaction.

Accountant cum HR Admin

TaaB Electro Mechanical LLC, Dubai, UAE

Mar 2022 – Feb 2023

Roles and Responsibilities

- Recorded daily financial transactions, ensuring accurate documentation and compliance with company policies.
- Reconciled petty cash and maintained detailed financial records.
- Managed and updated employee and client records, ensuring accuracy and confidentiality.
- Performed bank reconciliations by comparing financial records with bank statements.
- Managed accounts receivable and payable by issuing and processing invoices, tracking payments and ensuring timely resolution of overdue accounts.
- Administered payroll through the WPS, including salary calculations, overtime and deductions; prepared and distributed pay slips.
- Supported end-of-year reporting by preparing annual profit and loss statements and balance sheets for auditors.
- Managed administrative tasks, including preparation of sales proposals, agreements and visa processing.
- Oversaw company vehicle renewals, insurance and registration and managed traffic fines and Salik accounts.

Business Development Executive

HDFC Bank Financial Services Ltd, India

Aug 2019 – Jun 2021

Roles and Responsibilities

- Developed and executed market strategies to drive business growth.
- Managed and nurtured client relationships, ensuring high levels of satisfaction and retention.
- Conducted market research to identify new business opportunities and potential clients.
- Coordinated with cross-functional teams to align business objectives and strategies.
- Provided detailed insights and recommendations for improving business processes and operational efficiency.

Assistant Accountant

Pass Corporate Services Pvt Ltd, Kerala, India

Sep 2017 – Jul 2019

Roles and Responsibilities

- Processed and recorded financial transactions accurately.
- Managed accounts payable and receivable, ensuring timely payments and collections.
- Assisted in the preparation of monthly and quarterly financial reports.
- Supported payroll processing and maintained employee records.
- Managed inventory records and ensured accurate data entry.
- Coordinated with auditors to provide necessary documentation and information.