

AAKHIL SALIM

Procurement Officer



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Profile

To secure a promising, successful and challenging career in a reputed organization where my knowledge and skill can be effectively applied, enabling me to explore myself fully and realize my full potential.

Work Experience

Procurement Officer – Rawand Industries (2024 – Present)

- Purchase supply of products/materials.
- Determine lowest cost for products/materials.
- Track and record orders.
- Analyze market and delivery systems.
- Prepare requisitions and purchase orders.
- Communicate performances and cost to management.
- Organize and schedule procurements in a timely manner.
- Communicate with vendors, clients, customers, team members and managers to align goals.

Education

- MBA Supply Chain Management – Amity University (2025 – Pursuing)
- Diploma in Secretarial Practice – (2021 – 2023)
- BSc Chemistry – Kerala University (2018 – 2021)
- Plus, Two (Kerala HSE) – Kerala Board (2016 – 2018)
- SSLC – Kerala Board of Examination (2016)

Skills

Decision Making, Self Motivation, Teamwork, Time Management, Leadership, Effective Communication, Critical Thinking.

Expertise

Computerized Financial Accounting (Tally), MS Excel, Data Entry, DTP, Word, Page Maker, PowerPoint, Typewriting (English, Malayalam), Saber (Basic).

Languages

English (Fluent), Malayalam (Fluent), Tamil (Fluent), Hindi (Intermediate), Arabic(Beginner)

Hobbies

Cricket, Movies, Music, Exploring

Reference

Hari Das

Factory Accountant

Rawand Industries

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Declaration

I hereby Declare that all the above details are true and correct to the best of my belief and knowledge.

AAKHIL SALIM