



Devendran Veeran

Date of birth: 30 Sep 1986

Nationality: Indian

CONTACT

📍 E-sector, H-Line, Room No -07,
Cheetacamp, Trombay, Mumbai
-88,
400088 Mumbai , India
(Home)

📍 UAE , Dubai , DEIRA, UAE ,
Dubai , DEIRA
295424 Dubai, United Arab
Emirates (Work)

✉ deva06032022@gmail.com

☎ (+971) 557976867

🏠 (+91) 8433699089

🌐 [linkedin.com/in/devendran-veeran-06a16b29b](https://www.linkedin.com/in/devendran-veeran-06a16b29b)

💬 Thanks for Contacting Me
(WhatsApp)

WORK EXPERIENCE

8 NOV 2023 – CURRENT Dubai , United Arab Emirates

Procurement assistant Modern Printitng Press

- Purchased supplies with optimum quality for business needs and budget goals.
- Used clever negotiation skills with suppliers to obtain best prices for Paper Sheets , decreasing by 30%.
- Ability to manage multiple procurement projects simultaneously.
- Maintaining productive vendor relationships for long-term collaboration.
- Prepare and present procurement reports to senior management.
- Managed inventory by checking items on Odoo Software , promptly ordering low-stock items.
- Kept up-to-date on demands and requests to continue to buy relevant and required products.
- Obtained optimal sales and contract conditions for best possible deals.
- Oversea procurement lifecycle while minimizing supply risk.
- Assessed ways of improving products by finding higher-quality materials through online research and visiting suppliers.

30 JUN 2022 – 8 APR 2023 Dammam, Saudi Arabia

Procurement support officer Yes Cargo

- Manage the end-to-end procurement process, ensuring timely and cost-effective acquisition of construction-related goods and services.
- Collaborate with suppliers to negotiate contracts, terms, and conditions, securing favorable agreements.
- Evaluate supplier performance, addressing any issues to maintain high standards of quality and reliability.

10 OCT 2010 – 14 NOV 2021 South Shuban , Kuwait

Procurement & Front office secretary Al Mashaan Steel Company

- Plan and execute procurement strategies for facilities management needs.
- Identify, evaluate, and select suppliers for goods and services.
- Negotiate favorable terms and prices with vendors.
- Track and manage procurement expenditures, seeking cost-saving opportunities.
- Prepare and present procurement reports to senior management.
- Work closely with facility managers and other stakeholders to meet operational needs.
- Familiarity with procurement software, Microsoft Office, and inventory management systems.
- Diarized and supported delivery of meetings, preparing agendas, relevant paperwork and booking required equipment.
- Used expertise in Microsoft Office packages to build databases, draft documents and create presentations.
- Handled incoming calls and emails with warmth and professionalism, redirecting enquiries to relevant staff.
- Took detailed minutes in meetings, circulating information and relevant actions and chasing up accordingly.
- Handled national and international travel arrangements, ensuring accuracy of relevant information and booking details.
- Provided high-level administrative support to executive teams, aiding smooth department running.
- Provided effective meeting support by preparing agendas and taking minutes.
- Created and maintained administrative reports and spreadsheets for logistical purposes.

- Maintained customer confidence and protected operations by keeping information confidential.
- Prepared and managed departmental budgets in collaboration with accountants.
- Welcomed and greeted guests and customers, answered inquiries or directed concerns to correct staff.
- Distributed incoming mail to correct staff members only to preserve privacy of confidential information.
- Followed up on invitations from partners and arranged for representation in consultation with senior executives.
- Managed information flow between senior executives and other members of staff, passing on information about policies, procedures and directives.
- Offered logistical support to visiting executives in coordination with other assistants.
- Conserved senior executive's time by drafting letters and documents, collecting and analyzing information and initiating communications.

2010 Mumbai , India

Correspondence clerk Simran Safety System

- Monitored office inventory and supplies, promptly ordering low stock items such as Camera , Wire Rolls , Magnet Access Card, Finger Scan Machine ect.
- Operated and maintained various office machinery such as printers, fax machines and photocopiers to keep office running smoothly.
- Managed client communications by answering phones and corresponding through email.
- Scanned new documentation into system and classified data using standard codes.
- Answered telephone calls to offer information, direct callers and take messages.
- Responded to incoming requests for information or forwarded to appropriate individual.
- Handled photocopying documents, updating files and faxing communications for staff.

2007 – 2009 Mumbai, India

Order processing sales person Sparsh BPO

- Applied correct hold and transfer procedures, consistently keeping call times within timeframe target.
- Recorded details from customer communications on CRM.
- Increased customer satisfaction by offering friendly, helpful and informative customer service.
- Made high volume of sales calls per day exceeding company outbound call targets.
- Recorded details of callers complaints and inquiries and outlined actions taken.
- Guided callers through troubleshooting, navigating company site and using products or services.
- Support with outbound calls to customers about specific sales and marketing promotional campaigns.
- Followed customer service script for uniformity in handling customer issues.
- Collaborated with other call center professionals to improve customer service.
- Followed up customer calls with further information or instructions when necessary.
- Forwarded promotional information and products to customers by courier, mail or fax.

2009 Mumbai, India

Outbound call center agent Caliber BPO

- Forwarded messages to relevant personnel, clearly outlining caller details.
- Handled high-volume telephone calls to address and resolve customer queries.
- Answered phone calls promptly, speaking clearly and politely to quickly resolve customer queries.
- Answered incoming telephone calls and emails to provide customers with accurate product information.
- Answered 150 phone calls per day within timeframe, promptly answering membership queries and requests.
- Generated quality sales leads through cold calling to achieve new business targets.

EDUCATION AND TRAINING

2006 – 2009 India

1 Year Degree

Level in EQF EQF level 1

LANGUAGE SKILLS

MOTHER TONGUE(S): Tamil

Other language(s):

English

Listening C1

Spoken production C1

Reading C1

Spoken interaction C1

Writing C1

Hindi

Listening C2

Spoken production C2

Reading A2

Spoken interaction C2

Writing A2

Marathi

Listening C2

Spoken production B1

Reading A2

Spoken interaction B1

Writing B1

tamil

Listening C2

Spoken production B1

Reading C1

Spoken interaction C2

Writing C2

malayam

Listening B1

Spoken production C1

Reading A1

Spoken interaction C1

Writing A1

Arabic

Listening B2

Spoken production A2

Reading A1

Spoken interaction B1

Writing A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Microsoft Word | Zoom | Outlook

"I certify that the information provided in this resume is true and accurate to the best of my knowledge."

Dubai, 10 Jan 2025

V.DEVENDRAN

Devendran Veeran