**RESUME**

MUBASHRA MOINUDDIN SYED

C/o Syed Moinuddin

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Near National Paints, Maliha Road.

Email ID: mssyeduae[@gmail.com](mailto:mubashra.qureshi@gmail.com)

Mobile: 0509367863

Purchasing Associate with 4+ years’ experience in a US based E-Commerce company at Nagpur, India. Actively seeking opportunity as Purchase Executive / Inventory Manager / Category Manager / Vendor Manager / Buyer in multiple fields to help companies in procurement of items by evaluating material quality, quantity, pricing and services of suppliers and manufacturers.

**Professional Experience**

**Senior Purchasing Associate Nagpur, India**   
Alacrity E-Commerce Solutions Pvt. Ltd. *July 2017- November 2017*

**Purchasing Associate Nagpur, India**   
Alacrity E-Commerce Solutions Pvt. Ltd. *September 2014- July 2017*

* Handled a team of 4 people
* Possess high attention to detail
* Strong experience of working in purchase department
* Skilled in understanding and reviewing purchase orders, invoices, sales and other reports
* Handled top 3 marine brands and other smaller marine and outdoor brands.
* **Project Management**: Made projects and gave to other departments like graphics, coding and content management.
* Complete **brand management** with managing and creating its products, categories, inventories, pricing, etc.
* **Inventory allocation**, its management, check on fulfillment options and priorities
* Online **content management** - ensure all items are set-up accurately including product detail, attribution, photo, pricing
* Communicate with different departments of the company including marketing, sales, content, front end (coding), IT and graphic designing
* Communicate with Inventory teams regarding allocation of product to online warehouse
* Communicate with merchants on necessary attribute/taxonomy updates
* Communicate with vendors on missing image and sample issues
* Give attendance at required Item Build Specialist meetings.
* Work on special projects as determined by Manager, Online Item Builds
* Knowledge of MS Excel and rough knowledge about MS Access
* Completion of task on or before deadline

**Content Associate Nagpur, India**   
Alacrity E-Commerce Solutions Pvt. Ltd. December 2013-*September 2014*

**Affiliate Marketing Associate Nagpur, India**   
Alacrity E-Commerce Solutions Pvt. Ltd. August 2013-*December 2013*

**Education**

**Anjuman College of Engineering and Technology, Nagpur(M.H)**

B.E., (Electronics and Telecommunication Engineering), 2012

60.54%

**BJM Carmel Academy Convent High School, Chandrapur(M.H)**

HSC, 2008

57.4%

**BJM Carmel Academy Convent High School, Chandrapur(M.H)**

HSC, 2006

85.4%

**Achievements**

Awarded with **Employee of the Month** for February 2015

Promoted to **Senior Purchasing Associate**, managing team of 4 members in July, 2017

**Extra-Curricular Activities**

I have been the class representative for 2 consecutive semesters. I have participated in sports, quiz, paper presentations, etc. and I have actively been volunteer in college events. In my final year of Engineering, I was the **Head of Inauguration & Decoration** committee and **Co-Head of Sponsorship** committee of the event “**XPLOSION RELOADED AND XPATIATE-12**” held by electronics and telecommunication under ISTE student’s chapter

**Skills**

* Flexible and innovative
* Converting innovative ideas to design
* Positive, supportive
* Good communication and organizing skills

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

Yours faithfully,

**Mubashra Moinuddin Syed**