**Dubai UAE Mobile: +91-9784848605 |** **forevernavin@gmail.com**

**Driving License: - Holding a valid U.A.E driving license.**

***Desired Positions:***

***Purchase/Procurement Manager, Asst. Purchase Manager, Senior Purchase Officer/Administrator***

***Personal Summary***

* *More than 14 Years’ experience of procuring materials from national and international markets.*
* *Expertise in developing local & International vendor, reducing the cost of procurement of materials.*
* *Successfully implemented vendor development programmers including training for vendors.*
* *Experienced with implementing system of inventory management avoiding over-stocking or wastage.*
* *Responsible for organizing and maintaining a central facility for the purchase of all goods, services and contracts on a best price / best quality basis. Also ensuring the smooth supply of material, consumables and equipment to the company.*

***Area Of Expertise***

  ***Purchasing Negotiation*** ** ***Maintenance Management*** ** ***Vendor Management*** *****Inventory Management*** ** ***Logistics Management**** * ***Procurement Management*** ** ***Materials Forecasting*** ** ***Problem Resolution***

*Career History*

### *Employer : MP Creative Restaurants (Emcon L.L.C)*

*Position :* ***Senior Purchase Manager***

*Duration : July -2016 to Dec-2018*

* *Purchase hotel items for daily operations &*
* *Controlling the purchase and supply of all procured items F&B.*
* *Improved food cost to* ***31-39%*** *and payroll cost to* ***15-20%***
* *Negotiating price and terms of products with suppliers. Purchase of products from international and local market. Getting Produced & Food Quality approval from Chef.*
* *Identifying the right supplier and managing purchase contracts with the suppliers with regards to price, quality, sourcing and supply. Insure that all goods required to run the F&B department are available when necessary.*
* *Negotiate discounts and rebates, payment terms, other operating income.*
* *Purchase manager to handle All Foods,* [*Beverages*](https://www.naukrigulf.com/beverages-jobs)*, Non Vegetarian and Dairy & Produced.*
* *Reviewing all contracts/agreements to achieve* ***‘best price/best quality’*** *purchasing*
* *Maintain good relationship with user department and suppliers.*
* *Preparing & processing purchase orders & invoices for purchases.*
* *Coordinate on Market Survey and analysis & Sales analysis at Category levels for the stores.*
* *Managing vendor relationships and building effective supply chain partnerships.*
* *Identify and Add New Suppliers with 45 to 90 days or maximum credit terms.*
* *Independently handling the overseas & local Procurement of Provisions (food stuffs) for the company.*
* *Developing reports on various programmers run for vendor development for top management.*
* *Asking supplier to do free of cost promotion for Opening time & free stuffed of store use.*
* *Liaise with external parties to ensure smooth day-to-day operations.*
* *Conduct quotation and material costing comparison.*
* *Co-ordinate and liaise with authorized vendors / suppliers for the price, stock availability and lead time for production delivery. Monitor supplier’s performance to ensure high standard of products.*
* *Maintain awareness of potential sources, products and cost savings opportunities.*
* *Co-ordinate with Head Chef for Products Quality & checking daily basis item sales & Making food costing with Hade Chef. New dish costing and sourcing new products as per chef requirement.*

*Employer :* ***Apparel Fzco, Dubai, UAE.***

*Position :* ***Purchase Manager***

*Duration : April -2010 to Nov- 2015*

***Responsibilities:***

* *Controlling the purchase and supply of all procured items & services.*
* *Negotiate pricing contracts and sub contractor’s supplier.*
* *Managing, developing & improving the purchasing team.*
* *Prepare Local Purchase Order* ***(LPO)*** *from the system and answer queries from Accounts department as and when required related to LPO and/or invoice.*
* *Managing a team of 15 peoples in Purchase Team.*
* *Issue purchase order for procurements and expedition of material and equipment for Jobs.*
* *Ensure compliance to project budgets and provide analysis of deviations.*
* *Responsible for Vendor Management, Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.*
* *Continuously monitoring, evaluating and improving supplier performance.*
* *Expertise in monitoring the delivery period with various suppliers and ensured timely payments to the suppliers.*
* *Coordination with transportation and shipping companies for the arrangement of necessary logistics at economical freight rates.*
* *Sourcing the most affordable materials for the company’s manufacturing process.*
* *Controlling the purchasing budget & Projecting stock levels. Helping to source alternative items for buyers and customers.*
* *Managing the procurement supplier relationships for the company & Keeping all supplier programs current and accurate.*
* *Developing sourcing strategies & managing commodity cost initiatives.*
* *Consistently exploring suppliers to renegotiate prices. Delegating projects and tasks to junior staff.*
* *Resolving disputes and claims with vendors and suppliers as per group purchase policy*

*Employer :* ***Apparel Fzco, Dubai, UAE****.*

*Position :* ***Senior Logistics Coordinator***

*Duration : July 2005 to March 2010*

***Responsibilities:***

* *Monitoring data management to keep accurate product, contract, pricing and invoicing information.*
* *Communicating needs & objectives to managers & key personnel in procurement, logistics & distribution.*
* *Preparation & Submission of Weekly* ***Lead Time Report (Import/Export) to CEO****.*
* *Assist in tracking shipments and providing alternative information. Manage liaison with suppliers and origin stations.*
* *Provide transportation information and manage billing information.*
* *Providing accurate routing information to ensure that delivery times and locations are coordinated.*
* *Communicating and Coordinating with Freight Forwarders for importing the Goods & Supervision and control and navigate.*
* *Planned, optimized, and implemented service solutions that improve performance of supply chains – Predictability, costs and visibility.*
* *Experience in packing and shipping and receiving and freight tracking inventory control.*
* *Handling Import & Export Operations, Documentation for Air & Sea Freight Shipments*
* *Negotiating contracts to reduce costs and achieve maximum efficiency & Handling quotations for imports and exports and customer queries.*
* *Training of ERP rating software NAVISION for newly joined logistics staff.*

**Key Skills & Competencies**

* *Excellent communication and customer relationship management skills.*
* *Ability to identify and implement new procedures and processes.*
* *Very good knowledge of demographics and potential markets in the UAE.*
* *Ability to work independently and meet deadlines.*
* *Excellent analytical skills, Organized, attentive to details, Friendly, team player.*

**Education**

* **MBA (Procurement & Logistics Management) -2016**
* (Master of Arts) From M.D.S. University (Rajasthan) In 2003

**Computer Skills:-**

* *Applications : - MS-Windows 98-2000*
* *Diploma in NIIT : - Java & SQL Programming. (1 Year Course in NIIT)*
* *Soft Ware Skills : - Microsoft Business Solutions-Navision, Oracle, Visual Win trade, Page Maker,*

**Personal Details:-**

***Passport No : H-1109523***

***Date of Birth : 28th February 1979***

***Marital Status : Married***

***Nationality : Indian***

***Languages : English & Hindi***