

Sha Mohd Yaseen Zanjani
Sr. Procurement Manager

Exp : 15+ years.
Contact : +971561046478
Specialized in : **Construction/Lighting.**
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PERSONAL SUMMARY

A result driven hardworking and capable procurement manager with a track record of significantly reducing costs and improving a company's processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality price, and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organizations core values and beliefs.

Academic

Bachelor of Science
Gulbarga university- 1996-97
Diploma in computer application

Professional Certifications

CPPM : Certified Professional Purchase Manager
DLSMP : Diploma in Logistics & Supply Chain Management Manager.

Specialized in & Key Skills

Very strong sourcing knowledge in construction/Electrical lighting -local & international manufacturers/suppliers.
Huge supplier data of Middle east China, and Europe.
Ability to source any kind of construction/lighting product all over the world.

WORK EXPERIENCE

Company : **RDK International LLC. (Dubai)**
Designation : **Procurement Manager**
Duration : **Dec 15th, 2015 to till date**

Profile

- : Conducting research via trade publication, the Internet catalogues, and trade shows to identify potential suppliers.
- : Working closely with the warehouse teams, trade counter people and mail order staff to keep an eye on what's selling and what's not.
- : Ensuring that all goods and services purchased comply with the company's social sustainability policies.
- : Generating and implementing purchasing strategies.
- : Managing purchase requisitions and orders.
- : Preparing purchase orders and subcontracts.
- : Managing existing vendor and supplier relationships.
- : Responding to internal and external supplier inquiries.
- : Approving bills of payment.

- : Having meetings with potential suppliers and building relation.
- : Monitoring returns, damage replacements, and warranty claims.
- : Inventory control
- : Managing all branches stores activities
- : Negotiating prices and evaluating quotations
- : Finding reliable brands in local & international markets

WORK EXPERIENCE

Company : **Emirates Shamwai LLC (Dubai)**
Designation : **Purchase Manager**
Duration : **July 3rd, 2010, to Dec 15th, 2015**

Profile

- : Handling International & UAE Sourcing
- : sourcing Specially in conventional & LED lighting
- : MEP & Building Material
- : Handsome knowledge in green concept lightings
- : Sending RFQ to concern Supplier
- : Purchase arrangements
- : Preparing LPO and Following up
- : Monitoring and follow-ups about new products and
- : Negotiating prices and evaluating quotations
- : New reliable brands in local & international markets
- : Managing other department's requirements
- : Co-ordination with site engineers
- : Logistic control
- : Material forecasting
- : Inventory control
- : Managing all branches stores activities
- : Multi products (MEP- electric LED lighting, building/General material, spare parts)

WORK EXPERIENCE

Company : **Ambience Interiors LLC – Jabal Ali.**
Designation : **Purchaser**
Duration : **April 25th, 2009, to June 2010**

Profile

- : Generating RFQ to concern suppliers
- : Purchase arrangements
- : Preparing LPO and Following up
- : Monitoring and follow-ups about new products and
- : Negotiating prices and evaluating quotations
- : New reliable brands in local & international markets
- : Managing other department's requirements
- : Co-ordination with site engineers
- : Logistic control
- : Material forecasting
- : Inventory control
- : Stock control
- : Managing all branches stores activities
- : Multi products (building material, spare parts, electric Products)

WORK EXPERIENCE

Company : **Rashid Bin Darwish construction group-Dubai.**
Designation : **Purchaser / Manager Warehouse**
Duration : **November 27th, 2009 to April 25th, 2009**
Profile : monitoring and maintaining warehouse activities
: Handling multi stores
: Inventory control
: Sending enquiries to different companies
: Purchase arrangements
: Request them for quotations
: Preparing and Following up LPO
: Monitoring and follow-ups about new products and
: Negotiating prices and evaluating quotations
: New reliable brands in local & international markets

WORK EXPERIENCE

Company : **HDFC Standard life Insurance CO, LTD –Gulbarga**
Designation : **Operations Manager**
Duration : **1 March-2007 to 20 May 2008**
Profile : Monitoring branch store Activities,
: Logistic controle, Stock &inventory control
: Coordinating and internal support for sales staff
: Handling operation staff which includes policy login,
: Sales support customer support

Company : **Al-Owaidah Contracting co,**
Riyadh (KSA)
Designation : **Warehouse in charge/ Purchaser**
Duration : **Jan 2005 to Dec 2006.**
Profile : : Monitoring warehouse activities
: Handling multi stores
: Inventory control
: Managing other department's requirements
: Co-ordination with site engineers
: Stock control
: Managing all branches stores activities
: Multi products (building material, spare parts, electric
: &electronic, hardware and other products
: Sending enquiries to different companies
: Purchase arrangements
: Request them for quotations
: Raising and Following up LPO
: Monitoring and follow-ups about new products and
: Negotiating prices and evaluating quotations
: New reliable brands in local market

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