

ZAINUDHEEN. U.M

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PROCUREMENT || ERP-INVENTORY MANAGEMENT || SUPPLY CHAIN MANAGEMENT

A highly organized professional with 9 years' experience in Procurement and Purchase management seeking a role for developing new skills and utilize my knowledge to contribute towards building strong and performing teams to ensure sustenance in delivery and successes of the organization.

WORK EXPERIENCE

Organization	Designation	Duration
Green Mountains Hygiene (GMH), UAE	Procurement Executive	Mar 2019 – Present
National Projects & Construction (NPC), UAE	Purchase Officer	Aug 2015 – Mar 2019
Lulu International Exchange, INDIA	Executive Officer	Aug 2013 – June 2015

KEY SKILLS AND STRENGTHS

- Strong accomplished Purchase experience in International and UAE market
- Supply chain Management and Warehouse management and Inventory control
- Expertise in Accounts Payables, Purchase/procurement activities
- Proficient in Microsoft Office and ERP systems
- Strong experience in negotiation
- Extended knowledge in Packaging Materials, Hygiene Materials, Cleaning Materials, Chemical's, and construction materials
- Ability to manage and maintain good relationships with vendors
- Excellent verbal and professional communication skill

CAREER PROFILE

Procurement Executive –

Green Mountains Hygiene (GMH): March 2019 to Till Date (Abu Dhabi)

- Directed all local and international purchasing; led the procurement of all packaging supplies for three divisions: specialty packaging hygiene and cleaning.
- Develop purchase orders and ensure compliance company policy and procedure
- Monitor all purchase orders and effective customer services and ensure timely delivery and maintain track of product progress and development.
- Develop and maintain relationship with new vendors and manage items information, and update purchasing data
- Evaluate performance of all carriers, vendors and goods delivery and make recommendations to improve processes for international buying process
- Monitor potential stock out caused by delivery delay etc. and take necessary actions to ensure availability of product.
- Prepare and evaluate bids, contacts and vendor agreements and ensure accuracy and price for the same.
- Manage all communication and negotiate with suppliers on price and delivery terms to reduce inventory levels and cost.
- Preparation of reports on purchases, purchase budgets, including cost analysis and detailed cost comparison.

Curriculum Vitae

Purchase Officer

National Projects & Construction (NPC): August 2015 to March 2019

- Prepare LPO (Local Purchase Order) based on material Requisition and estimate and establish cost parameters and budgets for purchases
- Request quotes and compare prices for maximum ROI.
- Analyze potential vendors and suppliers for future project needs and negotiate appropriate contracts for pricing and supply
- Examine and review products and supplies to ensure quality and Track incoming inventory, delivery arrival time, and note actual arrival time
- Organize and update database of suppliers, delivery times, invoices, and quantity of supplies
- Work with team members, supervisors, and purchasing manager to develop future purchasing plans and source potential relationships with vendors
- Ensure all deliveries contain all goods requested
- Collaborate with financial team members on contracts, invoicing, and other financial matters

Executive Officer

Lulu International Exchange August 2013 to June 2015 (India)

- To Assist with the Customers for Exchange of Currency and Remittance
- Keep record of All type of documents i.e purchase bill, sales bills, and remittance
- Direct Reporting to Area manager, regarding sales, Purchase and other Reports as Required
- Maintains current record of bank's funds on deposit & withdrawal from banks
- Assist in filing duties and perform basic bookkeeping duties, compilation of financial records and data entry.

ACHIEVEMENTS

- Handled 3.5 million stock warehouses during the pandemic time along with the procurement activities for 8 months Got appreciated by the management.
- Forecasted the first wave covid situation and kept a back stock of good quantity of gloves and mask, there by helped the management to gain a huge profit in short spin of time.
- Major role in supporting the sales team to achieve the sales by arranging the items from local market at right time.

EUCATIONAL QUALIFICATION

- Master's in Business Administration (Finance & Marketing): Mangalore University, India. (2011-2013)
- Bachelor of Commerce: Kannur University India (2007-2010)

PERSONAL INFORMATION

Date of Birth	:	26 th Feb 1990
Gender	:	Male
Nationality	:	Indian.
Marital Status	:	Married
Languages	:	English/Hindi/ Malayalam/Tamil
Driving License	:	UAE

DECLARATION

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

Date:

Signature: