

Procurement cum Logistic Executive-8 Years UAE Exp. Bcom

Immediately available

Dharamraj Israni

Address: Bur Dubai, UAE

Email: dharamrajisrani@gmail.com

Mobile: +971528071018

LinkedIn Profile: www.linkedin.com/in/dharamraj-israni

Visit Visa, Expires on (27th Dec 2021)



Professional Summary

- **Procurement & Logistics Officer** offering 8+ years' experience that includes the Procurement Process, sales coordination, transportation, handling logistics and timely delivery of goods.
- Offer extensive experience in coordinating multiple procurement functions, processing purchase orders and reducing company costs.
- FMCG, Pharmaceutical, Building Material, hardware, Construction Safety ,Paper, Label & Printing industry, Consumables, Toner & Cartridge, Stationery Supermarket.
- Inco Terms, Customs Clearance Procedures, Local & International Purchasing, Import, Procurement, Logistics, Inventory, Supply Chain,
- MS Office, ERP Software (Quick Books, Tally, Sage, Pharma plus and Pro,) knowledge of Hindi and English language, My UAE D/L is under process.

Key Skills

- Import & Export, Distribution, Business Management
- Purchase Order, Contracts, Develop Contracts,
- Sales Coordination, Sales Management, Sales Support
- Logistics Management, Warehouse Management, Transportation
- Vendor Management, Cost Reduction, Inventory Control
- Operations Analysis, Supply Chain Operations, Account Management
- Budget Administration, Finance, Contract Negotiation
- Receiving and Distributing Operations, Customer Service and Relations

Work Experience

Procurement Coordinator-

Medicina Group, Abu Dhabi, UAE

Duration: Mar 2020 to June 2021

Industry: - Pharmaceuticals

Responsibilities:

- Sourcing the potential local supplier.
- Making the RFQ and getting the items quotations from supplier.
- Negotiating and confirming the LPO and follow up for the delivery.
- Contacting the supplier for their expiry collection on monthly Basis.
- Making data entry in Pharma Plus and Pro in ERP software.
- Making entry for replacement and credit note.
- Maintaining the inventory and stock.
- Forecasting and making order.
- Supporting to procurement Manager with other tasks.
- Maintaining the Supplier database and relation.

Procurement & Logistic Officer-

Labtek Consumable Supplies, Dubai, UAE

Duration: Aug 2016 to Mar 2019

Industry: - Consumable Supplies, Labels, Paper, Thermal Roll, Stationery, Toner-Cartridge.

Responsibilities:

- Researched potential local and international suppliers.
- Making RFQ, Comparing, and evaluating, negotiating pricing offers from suppliers making LPO, follow up for delivery and then payment process.
- Coordinating with the sales team with their requirement from customer.
- Encoding Purchase order, purchase return into ERP databases.
- Sourcing Local Shipping agent, Sending RFQ for **Ex-Works** term, comparing the quotation for **ocean freight**, finalizing ocean freight for the container.
- Ensure all Local and Import Orders are being delivered on time as per agreed ETA.
- Undertaking necessary action with regards missing stocks, damaged or incomplete deliveries.
- Maintaining records and tracking for all the overseas shipments and local Deliveries.
- Dealing with international suppliers with **China, Malaysia and India**.
- Preparing daily import and local purchasing reports.
- Planning with General Manager and warehouse manager for future demands.
- Preparing documentations for import as **Bill of Lading, Commercial Invoice, Packing list, Certificate of origin, Authorization Letter, Letter of Credit, etc.**
- Following up with the accounts department for the **receipt of Franchisee L/C**.
- Follow up for the shipping documents from seller to clear the shipment on time.

Achievements:

- Reduced the additional shipping clearance charges by **AED 1800** monthly.
- Reduced price to **AED 45000** by negotiating with local and overseas suppliers.

Sales Coordinator –

New Super Market L.L.C. Meena Stores, Abu Dhabi, UAE –

Duration: August 2012 to July 2016

Industry: FMCG, Food, Cosmetic, Dairy Products, Canned & Packaged Foods, Frozen Foods, Refrigerated Foods, Bakery, Cereal, Confectionary, etc.

Responsibilities:

- Sending the RFQ to the suppliers and getting quotations from them.
- Arranged the material from local market for retail branch and hotels.
- Finding out the low cost product price and informing to Branch Manager.
- Maintaining sound relation with the suppliers.
- Maintaining reorder level.
- Submitting the quotation to the customer and follow up for the LPO.
- Maintaining documentation, files, and other papers.
- Making Sales invoices and delivery notes, scheduled for deliveries.
- Making data entries, sales quotation and follow up for LPO.
- Following up of deliveries of ordered material.
- Followed FIFO Method for the inventory.

Trainings

- Attended and passed EFST Program from Syscoms College, Abu Dhabi in the year of 2013.

Education

- 2012 – BCOM from Maharishi Dayanand Saraswati University, Ajmer, Rajasthan, India.
- 2009 – HSC from Board of Secondary Education, Kishangarh, Ajmer, Rajasthan, India.
- 2007 – SSC from Board of Secondary Education, Kishangarh, Ajmer, Rajasthan, India.

Technical Skills

- Environments: Windows
- Hands on experience in Microsoft Office, MS Outlook
- ERP - Tally ERP 9, Quick Books, Pact, Sage, Pharma plus and pro

Personal Details

- License : UAE Driving License (Under Process)
- DOB : 4/08/1990
- Gender : Male
- Nationality : Indian
- Languages Known : English, Hindi
- Hobbies : Cricket, Dancing, Singing, Swimming
- Visa Status : Visit Visa, Expires on (27th Dec 2021)
- Current Place : Dubai