



AFRAH PALEKAR

Procurement Supply Chain Executive

Results-driven accomplished Procurement Supply Chain Executive with a successful 10-year career in Procurement, Supply Chain and Purchase Management. Demonstrate strategic process in optimizing procurement processes, skillful negotiation for favorable agreements, and seamless orchestration of supply chain operations. Hold comprehensive expertise in vendor management, cost control, and the implementation of innovative solutions to elevate overall efficiency. Proven leadership in guiding cross-functional teams and fostering collaboration with stakeholders to achieve organizational objectives. Thrives in dynamic and challenging environments, consistently delivering impactful results, and contributing to the sustained growth of organizations serve

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📅 02 August 1990



AREAS OF EXPERTISE

Vendor Management

Sourcing & Negotiation

Price Comparison

Warehouse Management

Cost Management

Data Analysis

Inventory Control

Order Management

Compliance Check

Vendor Verification



EDUCATION

Pursuing PG Diploma in Supply Chain Management

Symbiosis International University

2023 - Present,

Graduate in Commerce stream.

Mumbai University

2012,



ACHIEVEMENT

- Cost optimization
- Cost savings
- Vendor management



WORK EXPERIENCE

Procurement Supply Chain Professional

Alokozay Group of Companies Jebel Ali, Dubai (FMCG Sector)

02/2022 - 01/2024,

MAJOR RESPONSIBILITIES:

- Collaborated with procurement manager, business units and facilitated placement of orders with suppliers; monitored and tracked orders to ensure timely delivery by agreed-upon lead times with suppliers.
- Sourced materials, goods, products, services and negotiated the best or most cost-effective contracts and deals. Negotiated on financial and non-financial parameters such as Payment Terms, Lead Time etc.
- Supported procurement manager and co-managed company's procurement function.
- Contributed to Procure-to-Pay process by generating, validating, and maintaining oracle Purchase Orders in alignment with business requirements.
- Facilitated the issuance of RFQ/RFP to all prequalified vendors and ensured equitable communication of the same information to all vendors, fostering a fair competition environment.
- Utilized spend analysis findings and comprehensive knowledge of supply markets to develop and recommend specific sourcing scenarios based on consolidated business requirements.
- Evaluated and analyzed suppliers, vendors commercial proposal by using effective methods of price comparison.
- Monitored internal and external compliance with procurement principles and practices within assigned category groups.
- Assessed and mitigated potential risks in supply, finance, and established contingency plans aligned with procurement-defined risk management strategies.
- Negotiated and reviewed long-term contracts with suppliers, ensured optimal costs and reliable supply.
- Periodic market research to be done to stay abreast of new products, equipment and services emerging in the market.

Items Sourced for Alokozay Group of Companies

Raw Material & Packaging Material-Tea, Tissue, Baby Diaper, Wet Wipes, Beverage- CSD & Energy Drinks.

Private Label-Oil, Biscuits, Disposable Paper Cups (FOC Item), DDF &SDF Plastic Bags, Biodegradable Casava Bags as per DDF requirement, Kraft Paper Export Bags.

Others- Wobbler, Pop-up Stand, Signage, Stickers



SOFT SKILLS

Excellent communication skill



Critical thinking



Attention-to-detail.



Problem-solving



Decision-making



Negotiation skill



PERSONAL INFORMATION

Visa Status: Husband Sponsored

Passport: V2031155

UAE Driving License: Available

Marital Status: Married



LANGUAGES

English



Hindi



Marathi



WORK EXPERIENCE

Executive Officer-Procurement

Espeka Diamonds DMCC, Dubai

03/2019 - 02/2022,

MAJOR RESPONSIBILITIES:

- Executed procurement process by placing purchase orders with suppliers and maintained optimal product levels.
- Collaborated with DMCC and Dubai Municipality for the registration or renewal of the company's Trade License, Ejari, SIRA, AOFC Certificate from Concordia, and other legal documentation.
- Demonstrated proficiency in placing purchase orders, meticulously tracked shipment progress, and promptly addressed any logistical challenges.
- Administered the renewal process for company's Trade license and handled DMCC Portal-related tasks.
- Managed sales on various platforms, including the company's online portal, Amazon, and Shopify, ensuring efficient order processing.
- Monitored all incoming shipments, overseeing the scheduling of outbound Diamond shipments with courier companies.
- Coordinated with vendors and facilitated smooth delivery of orders and proactively addressed any issues such as missed deliveries, short shipments, pricing discrepancies, and quality control concerns.
- Solicited price quotes from vendors, meticulously prepared price comparisons, and communicated with suppliers to ensure competitive and cost-effective purchasing.
- Generated invoices, reports, memos, letters, financial statements, and other relevant documents.

Purchase Executive

Pure Gold Jewelers, Dubai

04/2017 - 11/2018,

MAJOR RESPONSIBILITIES:

- Efficiently handled and expedited purchase requests, collaborated with departments and brands to ensure prompt receipt of orders.
- Led a team of professionals, assigned tasks based on priority, monitored performance, and implemented improvements as needed.
- Acted as a liaison between local and Italian suppliers, and Brand Managers for aspects like new designs, gold fixing, DCB, etc.
- Managed online orders, uploading products on various platforms including Noon, Pure Gold Website, Facebook, and Letstango.com, overseeing the entire process from initiation to customer delivery.
- Addressed queries and complaints related to products and after-sales service, ensured a seamless customer experience.
- Facilitated the processing of customized orders from both the factory and customer repairs, maintained efficient timelines.
- Maintained open communication with vendors to secure competitive price quotes and resolved any delivery or quality-related issues.

Purchase Coordinator

Damas Jewelry, Dubai

04/2013 - 03/2017,

MAJOR RESPONSIBILITIES:

- Executed purchase orders with suppliers based on organizational requirements, facilitated communication with end-users and vendors for technical approval on quotations.
- Developed a cost sheet for jewelry, forecasting costing and profit margins in advance; assessed and reviewed the price structure for new products and related price margins.
- Scrutinized vendor invoices to verify compliance with contractual terms and ensured timely delivery of goods/services.
- Assisted Purchase Manager and Chief Accountant in preparing various reports and financial statements.
- Prioritized and ensured delivery of high-quality to meet customers' expectations.