

Anup Kumar - CPP & CPPM

Mobile: +97156863 3931 - E-Mail: anupnair21@gmail.com - Location: Dubai, UAE



Procurement Strategist • Logistics Operations Leader • Commercial Negotiator

Commercial perspective in negotiating with suppliers on high valued purchase agreements and projects within a logistics (facility management business, construction and store management). Accredited for delivering quality-driven logistics solutions, minimizing procurement costs and optimizing supply chain operations as per set SLA, KPI and safety norms.

Profile Summary

Organizations worked with:

Fixis Technical Services LLC (An Eltizam Asset Management Company Group) • Rove Automation and Installation Works LLC • Saud Bahwan Group • Sharjah National • Jeedigunta and Company

- Accomplished in driving all phases of procurement, manpower contracting, purchasing system, product delivery, clearance documentation and quality assurance within supply chain business setting.
- Excel at building and sustaining profitable contractual relations with stakeholders, suppliers and vendors.
- Expertise in sourcing complex spend categories and resolving fraud prevention practices in procurement structure
- Capability to ensure optimum inventory levels and cost savings by reducing obsolete stock and inventory expenses within agreed service level agreements.
- Skilled at defining AMC service schedule and implementing KPI (Key Performance Indicators) to streamline procurement activities
- Skilled at managing procurement programs and advancing the supply chain process to cut down extra time and cost.
- Proficient in maintaining working partnerships with suppliers for negotiating as well as finalizing purchase orders.
- Business Acumen in scrutinizing existing aspects of the supply chain policies, streamlining logistics structure and expanding distribution network.
- Ability to schedule shipment routes and delivery guidelines to track the progress of shipments on a regular basis.
- Skilled at performing vendor invoices audits and month-end processing to integrate finance accruals within SLA.
- Ability to ensure consistency in productivity improvement and training delivery across culture and language barriers

Skill Set

Procurement Planning • Purchasing Policy Development • Logistics Operations Control • Supply Chain Management • Contract Negotiation • Manpower Contracting • Supplier Liaison • Logistics Operations Control • Inventory Optimization • KPI (Key Performance Indicators) • SLA (Service Level Agreement) • Product Quality Management • Invoice Submission • Strategic Sourcing • Demand and Supply Analysis • Cost Control • Team Mentorship • Distribution Network Development • Cross-Functional Team Liaison

Career Review

Purchase Manager

Fixis Technical Services LLC (An Eltizam Asset Management Company Group) Dubai, UAE (Feb 2018 - Present)

Responsibilities:

- Define and execute purchasing strategies, product quality procedures and sourcing costs within agreed SLA.
- Enable supply chain business growth and operational optimization while pursuing cost control, on-time delivery and quality assurance efforts in product delivery.
- Forecast product level of demand for services while actively driving manpower contracting and conducting quality checks on inventory stock levels.
- Suggest improvement measures to purchasing system to strengthen vendor connection and reduce the costing.
- Ensure the delivery of products and services at the lowest possible cost within agreed quality norms and timelines.
- Perform contractor price analysis to assess the performance of suppliers and maintenance of purchased goods.
- Deliver positive customer experience, define logistics resolutions and lead commercial contacts within stated service level agreements and quality standards.
- Responsible for developing KPIs, checking LPO, invoicing, internal reports, and clearance documents in coordination with accounts department.
- Safeguard the warehouse operations, control the overall logistics costs and promote quality supply chain standards.

- Lead all aspects of sourcing pre-sales comprising RFP, RFQ, compliance reporting, proposal development, contract terms to respective vendors and clients.

Purchase In charge

Rove Automation and Installation Works LLC, Dubai, UAE (Mar 2016 - Jan 2018)

Responsibilities:

- Lead major procurement initiatives to effectively enable spend owners such as business partners, stakeholders and functional partners to maximize the supplier value.
- Drove procurement planning and sourcing category control as a structured process as per on-going demand.
- Identified potential suppliers and conduct strategic negotiations on high-value categories and agreements within SOP.
- Managed wide range of company's supply chain operations and optimize logistics IT procedures within quality norms.
- Monitored the documentation of warehouse stock and ensure stock quantity is reconciled as per account policy.
- Directed order management, product stocking and inventory as per procurement strategies and delivery schedules.
- Forecasted product level of demand for services and products while conducting quality checks on stock levels.
- Harmonized with suppliers, retailers, clients and stakeholders to attain productive deals and customer satisfaction.
- Negotiated and agreed contracts on offered service by vendors while checking payments and invoices submission.
- Checked storing contract files for future reference and oversaw price trends to streamline warehouse operations.
- Generated reports and statistics using ERP and MIS while developing bids and evaluating commercial factors.
- Managed the company's shipping, warehouse management and inventory systems to enhance supply chain business.
- Led logging purchase orders related to stock availability, shipping cost and quality issues and inventory shortages.
- Negotiated with third parties logistics providers supporting procurement plans and yearly budget goals.

Previous Experiences

Commercial Assistant

Saud Bahwan Group, Oman (Jul 2011 - Sep 2014)

Store Supervisor and Purchase Assistant

Sharjah National Hotel (Nov 2009 - Jul 2011)

Assistant Accountant

Jeedigunta and Company, Hyderabad, India (May 2007 - Apr 2009)

Education

B.Com - Bachelor of Commerce

Bhavan's Vivekananda Degree College (2007)

Certification

Certified Purchasing Professional

Certified Professional Purchasing Manager - **CPP and CPPM**

Personal Snippets

Languages Known:	English, Hindi, Malayalam, Tamil and Telugu
Marital Status:	Married
Nationality:	Indian
DOB:	21/01/1986
Passport Detail:	S9792490
Passport Validity:	11/11/2028
Visa Status:	Employment Visa
Visa Validity:	02/06/2022
Driving License:	UAE LMV
References:	Available upon request