

**AMAN BILAL****Mobile:** +971 50 86 99 523**E-mail:** mr.amanbilal@gmail.com**Skype Name :** amanbilal

MBA qualified and experienced professional with progressive work exposure on the lookout for a challenging position with a reputed organization where I can utilize my qualification & experience to contribute for the organizational goals through continued development of professional skills.

**Skills**

Customer Relations, Supplier Management, Team Management, Order Management, Supply Chain Management, Negotiation, Coordination, Expediting, Problem Analyzing & Solving, Correspondence & Communicating on an International front.

**Education**

- M.B.A. from Sikkim Manipal University, Manipal.
- B.B.M. from Mangalore University, Mangalore.
- Diploma in Computer Application from MAHE, Manipal.

**Work Experience****Sadiq Enterprises, Udupi, India.**  
**Operations & Sales Administrator**

July 2019 - January 2022

- Ensured all operations are carried out in an appropriate, cost-effective way.
- Efficiently managed the store and inventory to ensure smooth operations.
- Attended meetings with customers/ representative/ buyer to facilitate and develop profitable business and sustainable relationship.
- Maintained existing and developed new customers through ethical sales methods and optimized quality of service for customer satisfaction and business growth.
- Increased sales and minimized costs by adhering to company standards and procedures.
- Ensured organization's processes remain legally compliant.
- Follow up with custom brokers/freight agents on shipment clearance and delivery schedule.
- Worked with the team to ensure good working practices and moral.
- Immediately reported concerns, issues and complaints to the management for appropriate intervention.

**Abu Dhabi Valves & Controls (ADVAC), Abu Dhabi, UAE.**  
**Procurement & Logistics Officer**

Feb 2009 - Oct 2018

- Plan, coordinate and manage Procurement & Logistic activities to ensure control mechanisms are effectively applied.
- Managed all aspects of purchasing including RFQ, Requisitioning, Purchase Order Creation, and Receiving.
- Prepared requests for competitive quotes from multiple suppliers. reviewed, evaluated, and negotiated with suppliers in order to ensure that the best value purchasing terms are obtained.
- Managed and developed cost effective suppliers.
- Built and maintained relationships with key suppliers to facilitate efficient and effective procurement process.
- Successfully negotiated contracts with high profile government companies and organizations.
- Ensured strict compliance with business practices and procedures to maintain highest level of confidentiality in executing commercial transactions.
- Worked with the international freight forwarder and custom house brokers on import and export shipments.
- Managed change requests, issues, and defects.

- Acted as a point of contact for clients as well as suppliers and provided customers with excellent after sales support.
- Worked extensively to resolve customer concerns and complaints, resulting in high levels of customer satisfaction and repeat business.
- Planned, monitored and prepared progress reports of orders, contracts and agreements.
- Initiated and updated Online / Offline Registration of the company and prepared relevant information/documents to complete the Pre-Qualification process.
- Participated in administrative activities/carried out specific tasks as assigned by / in the absence of the General Manager from time to time.
- Successfully handled Oil & Gas Companies like ADNOC, ADCO, ADGAS, ADMA-OPCO, AL-HOSN, BOROUGE, GASCO, TAKREER, TOTAL ABK & ZADCO etc...

### **Gulf Automation Services and Oilfield Supplies (GASOS), Abu Dhabi, UAE.**

Apr 2007 to Jan 2009

#### **Procurement Coordinator.**

- Participated in the coordination and execution of procurement activities by processing Inquiries, Quotations, Tender Documents & Agreements.
- Accurately processed purchase orders in a timely and effective manner.
- Expedited delivery of products including tracking and minimizing delays for urgent shipments.
- Assured that the material/services are delivered on schedule and met the client requirement and quality standards.
- Coordinated between the shipping agencies, customs department and warehouse personnel.
- Ensured all packages are tagged/labelled and delivered in the correct place and time.
- Adhered to company policies and procedures with regard to damaged material or delivery discrepancies.
- Ensured that the clients pay on time & also make sure that the suppliers are paid on time by understanding & implementing the agreed payment terms
- Provided periodic reports for management as well as customers. Ensured that all reports are sent out on time.
- Liaised with PR Department for Visa, Security pass and other related issues.
- Coordinated with the other departments to ensure smooth functioning.
- Handled customers complaints in a professional and diplomatic way.
- Successfully handled Oil & Gas Companies like ADNOC, ADCO, ADGAS, ADMA-OPCO, AL-HOSN, BOROUGE, GASCO, TAKREER, TOTAL ABK & ZADCO etc... Power Companies like ADDC, TRANSCO & AL-MIRFA etc... Contractors like NPCC, PETROFAC & SAIPEM etc...

### **Athar Technical Trading (ATTCO), Abu Dhabi, UAE.**

Apr 2006 to March 2007

#### **Purchase Assistant**

- Identify and verify company's requirements and purchasing needs.
- Research potential vendors to source required products both locally and overseas.
- Evaluated offers from vendors, negotiate prices and prepare cost analyses.
- Updated internal databases with order details (dates, vendors, quantities, discounts)
- Maintained updated records of delivery notes and invoices.
- Liaised with warehouse staff to ensure all products arrive in good condition.
- Prepared monthly reports.

### **Personal Details**

Visa:	Visit (Valid Till 28 May, 2022).
Driving License:	UAE (Automatic)   INDIA (Manual).
Languages known:	English, Hindi, Kannada & Tulu (fluent). Arabic & Malayalam (basic).
Nationality:	Indian.
Marital Status:	Married.
Date of Birth:	24-09-1979.