

CURRICULUM VITAE



MOHAMMAD RAVOOF PARAKATTA

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Operation In-charge / Procurement Officer / Senior Expeditor

CAREER OBJECTIVE

To secure a challenging logistics or import/export management position with a dynamic and exciting organization where my business knowledge, experience and skills will contribute towards the growth and success of the organization.

PROFILE SUMMARY

Significantly recorded outstanding performance in streamlining administrative operations, dealing with shipping lines / Forwarding companies, order processing, negotiating freight rates and expediting deliveries. Well versed in Tally, ERP, Beams and other business software applications.

PROFESSIONAL EXPERIENCE

2019- Till Date.

International Industrial Eqpt., Dubai as a *Operation In-charge* / Procurement Officer Since Aug 2019

Key Responsibility Areas.

- Inviting quotations from supplies, awarding and assessing business to one of several competing suppliers after considering such factors as price, quality of supplies and delivery.
- Leading entire preparation, process purchase orders & documents in accordance with company policies and procedures.
- Resolving the delivery problems, complaints & vendor disputes.
- Providing status reports to management on overall sales/ purchase of material.
- Meeting customers on our premises to discuss their requirements & maintaining relations with our customers and suppliers.
- Ensuring the deliveries of items between suppliers to ensure that all items are delivered to site/store on time (local and overseas).
- Updating the purchasing record, data and pricing in the system.
- Following-up with suppliers during the lead time and coordinating with TPI for stage wise inspection activities.
- Monitoring the progress of the orders placed and developing proactive measures to avoid delays.
- Selecting the suitable freight method to meet the production deadlines.
- Interacting with various suppliers to build & enhance relationship with company.
- Addressing supplier's non-conformance on quantities & quality.
- Coordinating with QA/QC in resolution before QA/QC approach the supplier.

PROFESSIONAL EXPERIENCE

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Highlights:

- Worked as a Single Point of Contact (SPOC) for procurement and contracting activities.
- Developed and executed a sourcing strategy to meet the company's business growth and sourcing requirements which brought down sourcing costs.
- Sourced all items and materials such as Flanges, Pipes, Pipe Fittings, Valves, Gasket , Dismantling Joint, expansion joints etc..
- Built strategic suppliers and negotiated contract agreements to reduce the number of vendors.
- Built and maintained vendor relations; evaluated vendors, managed buyer processes, and analyzed reports
- Represented procurement team in meetings with suppliers to finalize the technical and commercial aspects of the order.
- Designed and developed systems and procedures to implement purchasing, inventory control which assured availability of parts, materials and transportation in accordance with Just-in-Time delivery schedules, while maintaining minimum inventory

2008 – to 2019

International Industrial Eqpt. FZCO Co. - Jebel Ali, Dubai, U.A.E.

An ISO 9001 Certified Company - is one of the leading Piping Bulk Materials suppliers in the Middle East region.

Operation In-charge (Dec 2012– July 2019)

- Maintain safe and healthy work environment by establishing, following and enforcing standards and procedures; complying with legal regulations
- Analyzed rates/tariffs of freight forwarders for sea freight, air freight & land transportation. Negotiated and secured the most competitive freight rates.
- Coordinate with insurance companies for insurance coverage and processing claim for goods damaged / stolen in transit.
- Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans; productivity, quality and customer-service standards; resolve problems; identify trends
- Accomplish operations and organization mission by completing related results as needed
- Responsible for all department managers and supervisors, with review/approval responsibility for all operations employees.
- Manage relationships with key operations vendors
- Review and approve all operational invoices and ensure they are submitted for payment
- Communicate customer issues with operations team and devise ways of improving the customer experience, including resolving problems and complaints
- Work closely with GM and management team to set and/or implement policies, procedures, and systems and to follow through with implementation.
- Verify Order status report / Data of delivery, Insurance documents of past deliveries for traceability.

Expediting Executive (March 2008 – Nov 2012)

Key Responsibility Areas.

- Reviewed job orders and analyzed to determine work priorities, liaise with all the departments to provide seamless service to projects / Operations team.
- Review important milestones from effective date till delivery date, basis, scope, exclusions, payment terms, LD clause, commercial document to be submitted, etc.
- Coordinating with account department for opening Letter of Credit, Bank guarantee as per requirement of specific job file.

**PROFESSIONAL
EXPERIENCE**

- Follow up local as well as overseas supplier to ensure delivery of material in the specified delivery time.
- Coordinate with yard / warehouse and passing necessary instructions for preparing the materials, marking, coding, third party inspection etc.
- Preparing customs documents for exports and applying online for the Certificate of Origin (COO) form by the Dubai Chamber on the DCCI portal.
- Expedite for delivery of the Materials as per the Purchase order requirements within the agreed delivery period and without any variation.
- Co-ordinate with the sales and quality department for any nonconformance regarding the technical issues
- Co-ordinate with the quality department for arranging replacement of material if the materials are found to be Damaged/ Shortage.
- Preparing the stock list and updating stock information accordingly. Assisting in annual stock taking by generating reports for the store dept.
- Preparing costing sheet after the completion of delivery.
- Managed the team to maintain constant follow –up with the supplier / Manufacturer freight forwarders & clearing agents for import/export shipments and provide project team / customers feedback on shipment readiness, transit time, and arrival details.
- Identify the critical areas of procurement and take corrective action so that vendor/ manufacture can meet the agreed delivery schedule with required quality and without any deviation/variation.

**EDUCATION / Additional
Course / Computer
Literacy**

- ❖ S.S.LC. (Secondary Board of public Examination, KERALA)
- ❖ P.U.C (Pre – university college from Mangalore, Karnataka)
- ❖ B. COM (Degree from Mangalore University)
- ❖ Thorough knowledge of MS Dos as well as Windows Operating System.
- ❖ MS Office 2000 (WORD, EXCEL, POWERPOINT, OUTLOOK)
- ❖ Diploma in financial Account (Tally, Peach Tree, Wings etc by computerized & manual) (Advance Research Institution of Computer education. A R Computers, Mangalore)

Languages

- ❖ English, Hindi, Urdu, Malayalam, Kannada

Personal Details:

PASSPORT NUMBER: N4584899	DATE OF ISSUE: 29-02-2016	DATE OF EXPIRY: 28-02-2026
VISA STATUS: Employment Visa	NATIONALITY: INDIAN	DATE OF BIRTH: 26-05-1985

I hereby declare that above information is true and to correct to the best of my knowledge.

Mohammad Ravoof P