**Gulfjobseeker.com CV No:** **11766**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**PURCHASE & LOGISTICS MANAGEMENT**

**PROFESSIONAL**

**ORDER MANAGEMENT ~ PURCHASING & BUYING**



|  |
| --- |
| **Professional Profile** |

* A competent and dynamic professional offering nearly 2 years of experience in Sales Administration, Pricing Analysis, Logistics and Order Management. Comprehensive ability to handle Order fulfilment, which includes scheduling deliveries and material management and tracking of all shipment from order to delivery.
* Excellent knowledge in Sales Coordination and managing Purchase & Buying inclusive of sourcing, order processing, expediting and materials management, etc. Extensive experience in development of sourcing strategies, vendor identification, development and analytical assessment.
* Excellent Time Management and Process Improvement skills with proven ability to work accurately and quickly prioritize, coordinate & consolidate tasks while simultaneously managing the diverse range of function from multiple sources.
* Excellent analytical skills in developing high quality plans and strategies that generate growth and produce results. Detail oriented, observant and great problem solver. Skilled in optimizing teams dynamics, uniting diverse agendas to a common goal, and harnessing strategic and operational drivers to deliver results.



|  |
| --- |
| **Key Skills** |



|  |
| --- |
| **Professional Experience** |

**April 2013 – Jan 2015: NCR GLOBAL HOLDINGS as Pricing Analyst (Sales Coordinate)**



|  |
| --- |
| **Capability Index** |

* Engaging in handling purchase and procurement of goods and materials ensuring that purchase plans are aligned with organizational requirements.
* Handling order processing and shipments of clients and ensuring complete client satisfaction from start to end participating in direction of all phases of operations.
* Keeping track on the levels of demand for services & products to map the requirements and scrutinize constantly on stock levels to maximize efficiency.
* Identifying and developing potential vendors for the right sourcing, achieving cost effective purchases of goods and materials and at the same time negotiating on cost while ensuring highest quality.
* Anticipate problems and takes measures to mitigate risks and to ensure completion of assigned tasks in a timely and cost effective manner keeping in view the budget constraints.
* Suggesting alternatives for improving and enhancing the purchase methods and carrying out review of systems to further improve quality.
* Developing alternate vendor source for localization, reduction in delivery time and improve consistency in quality & competition among vendors.
* Investigate, plan and implement strategically effective and relevant transport methods, which meet optimally the needs of the organization and its customers and suppliers.
* Engage in implementing various process improvement initiatives & streamline operations to optimize customer service operations.



|  |
| --- |
| **Noteworthy Achievements** |

* Significantly contributed in saving AED 1 Million from the supplier in the very first year of taking responsibility
* Played a stellar role in successfully getting order from tender, order value is AED 135K
* Distinguished efforts towards making the company achieve an AED 9K from one order



|  |
| --- |
| **Academia** |

**M.Sc. (Electronics)** from VIT University, Vellore, 2008- 2010, CGPA 8.4

**B.Sc. (Physics)** from St Joseph College, Tiruchirappalli, 2005-2008, 63.33%



|  |
| --- |
| **Project** |

* “Microcontroller Based Instrumentation to study the performance of NH3 sensor by Impedance Measurement in IGCAR Kalpakkam”



|  |
| --- |
| **Hardware Skills** |

* Repairing and Handling Electronics boards.
* Hands-on experience in Mobile services.
* Servicing Monitors.
* In-depth knowledge of basic electronic concepts.
* MS Office, Windows and Internet.



|  |
| --- |
| **Recognition** |

* Winner of a football match organized by Husain Memorial Higher Secondary School, Chennai
* Runner-up of a football match organized by Pattukkottai EDNL. District, 1999-2000
* Winner at 4 x 100 Relay Athletics at zonal level



|  |
| --- |
| **Personal Details** |

Date of Birth: 3rd June 1987

Linguistic Knowledge: English and Tamil

Nationality: Indian