##### 11980VICTOR - CPP, Six Sigma GB

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**PERSONAL DETAILS**

Date of Birth : 25th December 1971

Nationality : Indian

Marital Status : Married

Languages : English & Hindi (Excellent-spoken& written), Arabic (Average-spoken)

Other : Hold a valid U.A.E and Indian driving license

**OBJECTIVE**

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| **A recognized Expert in Supply Chain / Procurement/ Logistics, a Six Sigma Professional**  My goal is to be responsible for developing a supply chain management system including procurement, logistics, sourcing solution and distribution and **successfully lead an organization** to execution excellence through continual improvement in supply chain, distribution and warehousing processes. With a proven track record, I will build internal capability and adaptability to the ever-changing world conditions and achieve sustainable results by successfully employing best business practices that **improve efficiency, reduce operating cost**s whilst increasing performance, all to tight time scales and within budget, which a company needs to develop its culturally diverse environment. As a conscientious, reliable, results-driven Professional, I believe I would make a **valuable addition** to any organization. |

**CORE COMPETENCIES**

* 22+ years’ experience in Supply Chain Management, Administration, Operations including 10 years at Managerial level
* **Proactive, disciplined, problem solver**, Skilled with **easy acceptance of technology**/ management/ working environment changes, **Able to win respect** of factory floor associates, technical staff, and executives alike
* Future-minded methodical approach to strategic planning and organization enables me to give a logical outcome to all projects and service requirements, **Six Sigma** DMAIC & Lean methodologies for continual process improvement
* A confident personality allows me to express and communicate at all levels to return constant results, improving customer confidence and satisfaction for future growth, Holistic approach to Supply Chain Management operations
* **High level of negotiation experience** for project execution with contractors and vendors

**EXPERIENCE AND ACCOMPLISHMENTS**

**ABC Imaging FZ L.L.C, Dubai, U.A.E. April 2016 – to present**

**Manager – Procurement/ Logistics – Middle East** Reporting to the CEO

Have ensured Development, implementation and interpretation of appropriate Company-wide **procedures and policies** in relation to the purchase of all goods and services; compliance with state laws relative to the purchasing and distribution function.

Demonstrated ability to forge meaningful relationships with executives and supply chain stakeholders. Reduced costs through development of effective supplier management practices, Strategic & tactical planning.

* Directed and coordinated all organizations operations, core functions division-wide.
* Plans, directs and manages the operational, financial, administrative, and technical responsibilities of the Companies purchasing function and monitor the supply chain's performance.
* Formulating policies with suppliers, service providers, Structuring product contracts, exclusivity agreements, Non-Disclosure Agreements, Sub Contractor agreements, and Service level agreements.
* Identify risks, opportunities and alternatives from the supply chain to provide added value to the organization and provide an ethical and consistent approach to overall procurement process.
* Develop, update and monitor compliance with Procurement /Admin policies and procedures.
* Interviewing, hiring and overseeing staff development and training, Preparation of Performance appraisal.
* Manage a team of Managers, training managers and other direct reports
* Perform quality controls, Cater to clients’ or personnel’s concerns
* Examine financial data/statements and use them to improve profitability
* Improving performance, productivity, efficiency and profitability through the implementation of effective methods and strategies.
* Contribute towards the achievement of company’s strategic and operational objectives
* Prepare, develop and control, Departmental Purchase Budgets, Stock budgets and future business plan and analysis
* Managed complex bid processes including vendors to be solicited, requests for proposals, selection of vendors, and award of contracts; ensure fair and open competition; negotiate contracts.
* Ensure that all workings are manufactured in a correct, cost effective and timely manner in alignment with specifications and quality requirements
* Improve operational systems, processes and best practices that guarantee organizational well-being.

**Ideas Plus L.L.C, Dubai, U.A.E. November 2012 to January 2016**

**Procurement/Logistics Manager – U.A.E, OMAN, K.S.A.** Reporting to the CEO

Negotiated contracts, pricing discounts, and pricing agreements with vendors with an emphasis on maximizing **value for money**, Overseen the processing of purchase orders and other procurement instruments and was instrumental in providing **11% cost savings** on project estimates at Ideas Plus. **Facilitated profit growth** through effective asset disposal of machinery, scrap sale at factory. Introduced Supplier Risk Assessment, Contract Management.

* Directs the automation of core functions division-wide with particular emphasis on the purchasing and administration department, including all available electronic medium, in conjunction with the IT Department
* **Establishing supplier base** (domestic as well as international), sourcing of new Suppliers for different products,**negotiating** the terms and conditions, buying and warehousing for prompt delivery of products and services.
* **Evaluate suppliers** based on cost, quality, service, availability, reliability, and selection variety.
* Plans, directs and manages the operational, financial, administrative, and technical responsibilities ofthe Companies purchasing function and monitor the supply chain's performance.
* While at meetings, trade shows and conferences to inspect products and services, evaluate production and distribution abilities and consider all other aspects including product availability and terms of sales that may **influence purchasing decisions**.
* **Formulating policies with suppliers**, service providers, Structuring product contracts, exclusivity agreements, **Non-Disclosure Agreements**, Sub Contractor agreements, and **Service level agreements**.
* Responsible for obtaining, renewal and maintaining the Trade License, Industrial License and relevant Licenses.
* Analyze market and delivery systems in order to assess present and future material availability.
* **Develop and implement** purchasing and contract management instructions, policies, and procedures.
* Review, evaluate, and approve specifications for issuing and awarding bids.
* **Approve** requisitions and **purchase orders** for supplies and equipment.
* Identify risks, opportunities and alternatives from the supply chain to provide added value to the organization and provide an ethical and consistent approach to overall procurement process.
* **Responsible for sourcing** and procurement related to corporate office, factory and warehouse, stationary, office equipment, IT requirements, consumables, maintenance and **vendor management for travel desk**.
* Develop, update and monitor compliance with **Procurement** /**Admin policies and procedures**.
* Monitor facility management and ensure payment towards utility services are carried out on time and all the requirements related to factory, stores, office and staff accommodation are taken care off.
* Prepare and control, Departmental Purchase Budgets, Stock budgets and future business plan and analysis
* **Monitor** complete logistics function until the material reaches the final destination.
* Analyze complex requests for proposals and prepare recommendations that are legal, ethical, and demonstrate best value to the Company.
* **Maintain confidentiality** and take responsibility and prudent actions to eliminate identified hazards.
* Ensure employees receive **appropriate safety training** and foster a workplace safety culture.
* **Led the team** in sourcing, process improvement and implementation of projects in compliance with triple constraints of cost, schedule and scope/quality.

**Alshaya Trading Co L.L.C, Dubai, U.A.E. February 2011 to October 2012**

**Regional Procurement/ Logistics Manager – U.A.E, Qatar, K.S.A.** Reporting to the General Manager

Cost **Savings of 5%** on overall procurement and logistics budget, Increased profitability by leveraging **volume discount** opportunities. With splendid leadership skills and techniques I have proven to be an excellent motivator for other associates allowing individuals to develop and shine. Maintained 100% record of on-time project delivery and adequate on-hand inventory.

Led development and implementation of company/region wide supply chain systems and procurement processes. Managed Procurement and logistics budgets of **> AED 300 M**

* Establishing foreign and domestic suppliers, sourcing of new Suppliers for different products.  
  Negotiating the lowest prices
* Ensure use of appropriate process in materials procurement and logistics support thereby **ensuring cost effectiveness, timely delivery** of equipment besides maintaining **optimum stock holdings** and meeting acceptable service levels
* Constant travel to attend conferences, trade shows, **meet with suppliers**, conduct **annual inventory** as well as oversee operations in other countries.
* Formulating policies with suppliers, service providers, Structuring product contracts, Exclusivity agreements and Warehousing agreements.
* Work meticulously to **achieve sales/ delivery deadlines.**
* Analyze market and delivery systems in order to assess present and future material availability.
* Develop and implement purchasing and contract management instructions, policies, and procedures.
* Participate in the development of specifications for equipment, products or substitute materials.
* Review, evaluate, and approve specifications for issuing and awarding bids.
* Approve requisitions and purchase orders for supplies and equipment.
* Controlling **departmental budgets**
* Carry out annual inventory, arrange for disposal of surplus materials.
* Monitoring and approving the Global/Local Freight Rates after negotiating and fixing periodical contracts to ensure most economic movement of material by Sea, Air and Land, arranging & Controlling Cross Country shipments.
* Supervising **3rd party warehouse** activities.
* Monitoring Claims Settlements from Insurance.
* **Interviewing, hiring** and overseeing staff, Preparation of Performance appraisal
* **Plan, direct and coordinate activities** of purchasing officers, logistics officers, warehouse managersand related workers involved in purchase, supply of materials, equipment, machinery, products, consumables, tools and related services.
* Providing Stock Management Reports regarding Stock levels.
* Prepare **Purchase Budgets**, Stock budgets for management approvals.
* Participate in Quarterly **management meetings** to discuss the quarterly results and FBP.

**German Gulf Enterprises Limited, Dubai. U.A.E May 2003 to December 2010**

**Procurement/Logistics Officer/ Manager** Reporting to the General Manager

Improved efficiency and lead times by developing contracting processes through my expertise.

* Plan, implement and oversee organization wide management of the strategic sourcing, procurement, contracting, storage and distribution strategies and evaluation of services.
* Coordinate with shipping agents/forwarders to enable smooth and timely operation of Imports, Exports and Re-exports
* Co-ordinate with the Accounts Department on areas concerning bank transfers, currency booking, constant follow-up in order to **ensure timely payment to vendors**; simultaneously make sure timely payments are received from buyers, besides attending to audit queries
* Regulate contracts and procurement processes to ensure smooth purchase/delivery procedure and protection of asset interests
* Provide preliminary **costanalysis** for project quotations which are further reviewed in management meetings prior to confirmation of orders.
* **Management of warranty claims**, return of damaged items, short received/ excess received items from vendors.

**Baur Trading LLC/ EBACO International PTE Limited, Singapore August 2000 to February 2003**

**Procurement/Logistics Officer** Reporting to the General Manager

* **Client and Supplier management** – dealing with clients ranging from Middle East and South East Asia including Africa. Day to day dealings with top notch European Mills, American Mills and Far Eastern Mills for floor coverings, fabrics, ceramics and furniture. Dealings with the Indian subcontinent for Jute items
* Imports and Exports - Documentation for imports as well as exports, dealing with various payment terms like **Letter of Credit**, Cash against Documents, Cash against acceptance, etc
* Generate computerized quotations, purchase orders, delivery notes, packing lists and invoices apart from self-correspondence with clients and suppliers
* **Coordinate with shipping agents** to enable smooth and timely operation of Imports and exports
* As the major player for floor coverings, fabrics and ceramics, participate in **Trade Exhibitions/Fairs** held in the U.A.E./Gulf region, namely Index and Big 5 and organize booths for clients with the product line being displayed from European, American and Asian mills

**Jadis Furniture – Dubai, U.A.E February 1998 to August 2000**

**Procurement/ Administrative Assistant**

## Lemuir Group ( Deutsche Post DHL) Mumbai, India September 1993 to February 1998

## Logistics Operations Executive

**EDUCATION:**

**1995 – 1996 K.C. College of Management Studies, University of Bombay:**

* P.G Diploma in International Trade (Import Export) Management

**1990 – 1993 St. Aloysius College, Mangalore University:**

* Bachelor of Commerce

**CERTIFICATES & TRAINING**

* Certified Lean Six Sigma Green Belt from International Quality Federation (IQF), U.S.A - 2012
* Certified Purchasing Professional from American Purchasing Society (APS), Illinois U.S.A - 2012
* UCP 500 workshop at DBS Academy, DBS Bank, 6 Shenton way, Singapore - 2002

**ADDITIONAL SKILLS**

* Proficient in Windows 8/7/Vista/XP – Microsoft Word, Excel, PowerPoint and Access
* Oracle E-Business Suite, SAP, KCC, Xact
* Skilled in using Microsoft Outlook, and have the relevant knowledge to use electronic calendars
* Well experienced in making presentations, organization charts etc

**NOTE**

References available on request