Maneesh

### UAE experienced Logistics, Procurement & Sales Operations Professional with driving license

[Maneesh-145402@2freemail.com](mailto:Maneesh-145402@2freemail.com)

+971-50-4753686

Dubai, United Arab Emirates

Motivated, results-driven & experienced Sales, Procurement and Logistics Professional with over 11 years of extensive and diversiﬁed experience. Flexible and versatile thrives on rapidly changing situations & deadline-driven environments, and always remains open to new challenges. Acquired highly developed sets of skills with a proven ability to manage personnel and programs, improve processes, and accomplish objectives regardless of budget cuts and time constraints. Recognized and respected for meticulously decisive processes and operational development prowess that leads to sustained organizational growth. Exceptional communicator, skilled at developing highly productive relationships with vendors, clients/customers, and stakeholders.. To secure a position that will utilize my organizational abilities and educational background and be an active part of the company in achieving its goals.

# SKILLS

Project Management

Administration

Operations Management

Supply Chain Management

Sales Management

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Procurement and Logistics

Sourcing

Client relations

Supply Chain Planning

Key Account Management

Risk Management

Strategic Planning

Vendor Management

Workﬂow Management

Letter of Credit (L/C)

# ACHIEVEMENTS

* Achieved a savings of USD 900,000.00 through cutting down the procurement cost with the aid of re-arranging the vendor management system, and increasing the vendor base.
* Gained 30% more cash flow by reducing the receivable period and increasing the payable period to key vendors

# WORK EXPERIENCE

## Sales & Procurement Oﬃcer (Supply Chain Division)



### General Trading LLC

*01/2018 - 09/2022* *Dubai, UAE*

*Achievements/Tasks*

* Independently handled the complete procurement process right from material request till it reaches the final delivery point.
* Managed procurement process as per company policies including vendor evaluation, negotiation, and shipping process.
* Monitor, evaluate material qualities, and ensure it meets the required standard.
* Responsible for maintaining a record of all outstanding purchase orders.
* Providing a shipping forecast to management based on ex-factory date
* Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule to the customers
* Highlight discrepancies ascertained in the shipping documents, if any, to the suppliers to take appropriate corrective action
* Coordinated with the local clearance company for the clearance, delivery and labor requirements.
* Follow-up of invoices, delivery notes and goods receipt notes
* Brought an average sales value of 240,000 USD/Month
* Oversaw and coordinated key aspects of logistics, import, export, shipment and deliveries in the company.
* Extensive knowledge in, Electrical, HVAC items, Automobile spare parts, construction equipment, tools and IT products
* Handled L/C independently for import as well as export
* Review of L/C Application &amp; Draft; request for necessary changes if required.
* Review L/C Clauses once it is received from Advising Bank and request for amendments if required
* On time L/C negotiation and follow up for its acceptance.
* **client; United nation Mission (UNDP, FAO, UNMIS, UNAMA, UNOPS UNON, IOM etc.) □ NGOs □ USA army □ USA Embassy □ WFP**

## Logistics Coordinator

### Alkarawan Auto Group

*01/2016 - 12/2017* *Dubai, UAE*

*Achievements/Tasks*

Responsible for coordinating and monitoring the supply chain operations; making sure the premises and assets are used eﬀectively; recruiting and coordinating logistics staﬀ; supervising orders and arranging to stock raw materials; communicating with suppliers and retailers; keeping logs and records of warehouse stock, and preparing accurate reports.

Ensured that all scopes of work, task orders, and project documentation are compliant with the company's policies, and are consistent with achieving the overall program goals and objectives.

Managed the tracking of all containers, loose items, and major equipment in order to maintain accountability of all project items and reduce the risk of lost equipment throughout the shipping and receiving phase.

# WORK EXPERIENCE

## Project Coordinator



### PR Electricals (Sub Cont. L & T)

*04/2014 - 12/2015* *Gujrat, India*

*Achievements/Tasks*

Responsible for coordinating project management activities and resources; assigning tasks to internal teams, preparing budgets, analyzing risks and opportunities, monitoring the progress of the project, supervising and hiring staﬀ, issuing all paperwork such as terms of agreement or contract; and ensuring compliance with standards and speciﬁcations.

## Materials Coordinator

### TJSV Petroleum Products Co. Ltd

*06/2011 - 03/2014* *Tamil Nadu, India*

*Achievements/Tasks*

Responsible for supervising the ﬂow of materials between suppliers, distributors and business partners; acquisition and inventory management, and making sure that all goods, documents, and products are available; collaborating with vendors and suppliers; collecting and analyzing data on current orders; and coordinating the transfer of raw materials and ﬁnished products.

# EDUCATION

## PG Diploma in Strategic Financial Management



### IIM Indore

*2022* *India*

## MBA in Marketing Management

### Bharatiar University

*2011* *India*

## B.Tech In Electronics and Communication Engineering

### MG university

*2009* *India*

# CERTIFICATES

#### Working Knowledge Of Flair Software System Industrial Automation And Scada From Honeywell | Jrd

**Tata Institute | Pune, India**

Attended Corporate webinar on How to meet customer demand

and diminish Supply Chain Risk

**Blue Ocean Training & Consultancy (ASCM)**

# TECHNICAL SKILLS

Microsoft Oﬃce (Word, Excel, PowerPoint & Outlook)

Flair ERP system

Auto CAD

Electrical CAD

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Birth** | 10 / May / 1987 | **Nationality** | Indian |
| **Marital Status** | Married | **Visa Status** | Visit Visa |

# LANGUAGES

English Hindi

Tamil      Malayalam     

# REFERENCES

#### Available upon request

