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**MANSOOR**

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**DOB:** Aug 22, 1983

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| **SUPPLY CHAIN PROFESSIONAL** | | | |
| A results driven, hardworking and Certified Supply Chain professional with a track record of significantly reducing costs and also improving a company’s processes and corporate purchasing programs. Well versed in Supply Chain, tendering, contractual negotiations, budgeting, cost controls and inventory Management. Committed to strengthen interdepartmental collaboration and promoting high documentation standards. Extensively engaged as a valuable team player and supervised requirement’s fulfillment, prototype creation, and business process flow reliability. Exercise independent judgment, decision making ability and a high level of confidentiality. | | | |
|  | |  | AREAS OF EXPERTISE |  | |

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| * ***Customer focus*** | * ***Market Intelligence*** | * ***Relationship Development*** |
| * ***Supply Chain Management*** | * ***Quality Assurance*** | * ***Strategic Planning*** |
| * ***MIS Reporting*** | * ***Cost Control*** | * ***Analytical skills*** |
| * ***Team Player*** | * ***Business Intelligence*** | * ***Corporate communication*** |

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|  |  | SYNOPSIS |  |

* A result oriented professional with over 10 years of experience in the field of Supply chain management within Glass & Aluminum, Maritime and building material trading industries
* Currently working as Supply Chain Executive in Madina Glass and Aluminum LLC, Sharjah
* Strong Analytical and communication skills. Proven track record of answering business questions using a quantitative, data-driven, analytical approach
* Thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches
* Efficiently developed and implemented the purchasing and contract management instructions, policies and procedures
* Through effective Supplier development, developed new sources from all the states of UAE and achieved 40% growth of major high values
* Comprehensive understanding & experience of purchasing strategies and also inventory management
* A professional who has a knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services
* Possess the financial acumen & commercial flair needed to understand diverse market & identify potential opportunities
* Proficiency in English, Arabic and Hindi gives an edge to handle different communities of people
* Proficient in MS, Internet and Email applications
* Possess a valid UAE driving license

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|  |  | CAREER PROGRESSION |  |

**Supply Chain Executive Aug 2013 to Present**

**Madina Glass and Aluminum LLC, Sharjah*, UAE***

*Challenged to handle supply chain functions including proper transportation, delivery of products, MIS reports, logistics management, procurement and deal with customers.*

* Coordinate and ensure that all assigned tasks are done effectively on regular basis
* Assist Supply Chain Manager in procurement functions, developing progressive plans for the improvement and maximization of resources and fulfilling capacity potential and achieving profitability for the company
* Negotiate competitive pricing. Utilize purchase orders and bids in consultation with Supply Chain Manager when procuring supplies
* Plan, organize, communicate, and implement procurement of supplies, equipment and services in such a manner as to ensure timely availability and quantity. Responsible for developing procurement plan based on Company policy
* Review and reconcile invoices, purchase orders and packing slips to ensure correctness of items and to ensure delivery of accurate quantities
* Assist the logistics personnel in supplier relationship management through the measuring and monitoring of key performance indicators including quality, customer service, price, and delivery times
* Design and execute all sourcing strategies for various product categories and integrate all processes to ensure continuous improvements to processes and reduce cost and determine all key performance metrics

**Assistant to Buyer Mar 2008 to Mar 2013**

***Dubai Ports World, Dubai, UAE***

*Promoted to initiate procurement cycle on receipt of web requisition and select the best suitable vendors to issue enquiries. Prepared a bid analysis to select the best suitable vendors based on price, delivery and specific adherence criteria*

* Assisted Senior Buyers with the maintenance of the Procurement System, encoding and introducing all relevant data
* Responsible for keeping abreast of changes in procurement trends. Responsible for effective & efficient utilization of the company business systems
* Managed all communication for purchase orders with vendors and analyzed all communication for same and resolved all purchase issues and coordinated with accounts payable department to process all invoices
* Negotiated with the selected vendor for reduction in prices leading to cost saving for the company
* Maintained and recorded new prospective vendor details and used the data to source alternative supplies at the most advantageous terms for DP World in relation to availability, cost and delivery periods
* Liaised, negotiated & agreed with the vendors for the re-supply of rejected items at no extra cost, therefore saving on any extra expenses that are likely to incur

**Senior Store Keeper Apr 2007 to Feb 2008**

***Dubai Ports World, Dubai, UAE***

*Recruited to ensure storing all stocks in an orderly manner and facilitated smooth flow of materials in and out of stores. Assisted management in streamlining the inventory management process*

* Re binned Warranty claims and re built materials as per the relevant stock adjustment report
* Transferred materials between stores and ensured receiving the items at different stores. Arranged delivery of urgent materials to various technical departments as and when urgency arises
* Maintained all files of store transactions such as GRN, Issue Tickets, and Requisition for documentation. Coordinated monthly stock checks of the stores with material control personal and sought out any discrepancies
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**Previously held positions**

**Supply Chain & Logistic Coordinator**, *Al Sanie Hardware and Building Materials Trading, Sharjah, LLC* **Dec 2005 – Mar 2007**

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|  |  | EDUCATION & CREDENTIALS |  |

**Bachelors,** Computer Applications 2004

*Mangalore University, India*

**Certification,** Certified Purchasing Professional (CPP) 2010

*Blue Ocean Training Centre, Dubai*

**Certification,** Logistics and Supply Chain Management 2009

*Inter man Training Institute, Sharjah*