**VINODKUMAR**



**VINODKUMAR.226050@2freemail.com**

**Objective:**

Career minded Purchase Executive & officer with years of experience skills and the ability to work independently or as a team seeking position with well-established organization.

**Highlights of Qualifications:**

* Huge knowledge of transport systems and international logistics
* Familiarity with international Quality Standards in Garments item.
* Ability to plan, develop and establish long and short-range procurement and contracting plans
* Excellent organizational skills
* Superior analytical, financial and P&L skills

**Professional Experience:**

**1 .Purchase Executive/Buyer Mar’13 – Present**

UPF International LLC [Almaya Group], UAE. UPF import a range of Garment items for our home brands originating from different countries and supply them to other department stores and renowned customer brands throughout UAE & other GCC countries.

**Roles & Responsibilities:.**

* Responsible for monitoring the monthly purchasing reports & place the order according.
* Worked closely with departmental managers & director to help create accurate budgets.
* Worked closely with warehouse & inventory team to make sure that proper product levels were always maintained.
* Assisted in designing and implementing the new purchasing computer network.
* Search of new suppliers local or international for new development products.
* Worked closely with account team for time payment to supplier and transporter.
* Assists Shipping and Receiving with shipment /transportation related discrepancies and variances. Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin.
* Maintains contact with all clients in the market area to ensure high levels of client satisfaction.
* Order materials and services as per negotiated and appropriately approved. Prepare purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiated terms and conditions.
* Receiving the goods in stock. Issue the goods against approved Issue requisitions.

**2 .Purchase & Supply Chain Sep’10 –Feb-13**

Sabero Organics Gujarat Ltd (A Subsidiary of Coromandel

International), India. Sabero Organics Gujarat Limited is a manufacture specialty and crop protection chemicals, manufacturing and marketing a variety of fungicides, herbicides, insecticides & specialty chemicals.

**Roles & Responsibilities:**

* Planning of goods according to requirement and duration. Execution of work as per the drawings, procedures, standards and specifications.
* Preparation of monthly MIS report & Reviews tenders and purchase award documentation with respect to quality, suitability, delivery and pricing.
* Prepares and maintains accurate records and documentation on all responses, purchases, contracts, correspondence and related follow up.
* Coordinates and resolves problems with end user departments and suppliers. Assist in resolving Accounts Payable invoice discrepancies and variances after Accounts Payable make initial inquiry.
* Discuss defective or unacceptable new goods or services with users, vendors and others to determine cause of problem and take corrective and preventative action.
* Responsible for planning, developing and buying materials, parts, supplies and equipments in a timely and cost effective way; timely manner while maintaining appropriate quality standards and specifications.

**Educational Profile:**

* Bachelor Of Commerce – University Of Mumbai, India.
* Higher Secondary Education (HSE) from Board of Public Examinations, Mumbai, India.
* Secondary School Leaving Certificate (SSC) from Board of Public Examinations, Mumbai, India.

**Exposure:**

* Operating Systems MS Windows XP
* MS Office [Outlook, Word, Excel, Power Point]
* Worked in SAP, JD Edwards [SQL Java]

I certify/declare that the forgoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed /distorted.