**career Objective:**

* To be a part of a vibrant organization where I can increase my skills and other abilities so as to convey my knowledge for its continued growth and efficiency.

 **PERSONAL DIGEST:**

A Member of CIPS ( Chartered Institute for Supply Chain- UK) , self-directed overachiever who has a strong work ethic, and who is an expert at minimizing spending costs when buying in products or services that are essential for a business. Vicent has a long track record of developing successful market leading procurement and purchasing solutions, well versed with all business administration and Management procedures for all industries. He is able to analyze market information and build a plan strategically, while also being able to execute tactically. As a born leader he is willing to accept any level of responsibility that accompanies a job role, and is committed to getting value for money in anything that he buys. Right now he is looking for a suitable position with a reputable and forward thinking company that wants to recruit talented individuals.

**MAJOR COMPETENCES, KEY SKILLS AND AREAS OF EXPERTISE:**

***Management***

* Comprehensive understanding of Stores, Warehouse and Supply Chain frameworks and Purchasing job functions.
* International Warehousing, procurement and purchasing experience.
* Ability to provide robust analysis of statistical data.
* Strong commercial negotiation skills with an ability to influence others.
* Ability to work and operate in a team environment.
* Proficient in the use of Microsoft Word, Excel, and Outlook. Navs, Nebras, MIS etc
* Ability to lead cross-functional teams to a successful outcome.

***Personal***

* Excellent written and verbal communication.
* Resourceful, well organized, dependable, efficient and detailed oriented.
* Comfortable working in highly technical environment.
* Good reasoning abilities and sound judgment
* Strong IT, database and communication skills.
* Experience with document control packages such as Asite.
* Excellent interpersonal skills and a professional telephone manner.
* Utilizing a range of office software, including email, spreadsheets and databases.
* A comprehensive understanding of health and safety regulations.
* Ability to evaluate, prioritize, organize and delegate work schedules.
* Proven decision making skills.
* Able to react quickly and effectively when dealing with challenging situations.
* Assisting departments with queries on documentation requirements & submissions.

***AREAS OF EXPERTISE AND SKILLS***

Item registration Data entry Office IT skills

Secretarial tasks Archiving Data entry

Document Control Team Development Bi-Lingual and Functional

Procurement Management Warehousing Purchase Administration
Negotiating Prices Sourcing Vendors Inventory Controls Contract Tendering Product Assortment ERP systems & Computer Effective communication Sales analysis Product Listing &Labeling
Supplier Management Product differentiation Business Emails writing

**ACADEMIC QUALIFICATIONS:**

**UNIVERSITY:** Makerere University, Kampala, Uganda

 **Bachelor of Business Administration, Major in Supply Chain Management**

**INSTITUTION:** Ceaser Computer Training Institute, Kampala, Uganda

 **Advanced Certificate in Computer Studies, Major in Computer Applications**

**INSTITUTION:** St Denis SSS Ggaba, Kampala, Uganda

 **Advanced & Ordinary Certificates of Education, Major in A & O Level Studies**

**AWARDS AND HONOURS:**

* Employee of the Month – Qatar Duty-free (Qatar Airways) – Doha – March 2010
* Employee of the Year – Makindye Municipality Council- Kampala
* Certificate of Merit for Best Mobiliser – St Denis S.S.S Ggaba
* Certificate in Effective Negotiations, Team Dynamics, Marketing Essentials, Airport Fire Fighting- Doha – Qatar
* Certificate in Store Keeping and Warehouse Operations
* Certificate in Enterprise development and Value Addition- African Institute for Capacity development
* Elected Chairman , Desert Hunters Sports Club, Al Ain, Abu Dhabi , United Arab Emirates
* Elected General Secretary for Uganda Association in Qatar, 2009-2012

#### PROFESSIONAL EXPERIENCE

**Purchasing Officer – Head of Business Unit- Reporting to General Manager**

**Al Sahara Group, Abu Dhabi, United Arab Emirates**

 From 18th February 2015 till Date

* Prepare Purchase Orders and send them to suppliers.
* Negotiate the Best price, Quality and Quantities of needed products
* Engage in supplier meetings
* Carry out product assortment reviews
* Prepare Monthly Products sales and Purchase reports
* Any other duty as assigned by the General Manager from time to time.
* Working with all parties to find solutions to complex procurement issues.
* Drafting high quality, articulate proposals, reports and presentations.

**Purchasing Administrator CUM Document Controller - Reporting to Head of Procurement**

**Gulf Contractors Company, United Arab Emirates**

 From 28th December 2013 till Jan 2015

* Responsible for establishing and maintaining a effective document control

System. Ensuring that all design documentation is accurate, up to date and

Accurately distributed to relevant parties. Responsible for all purchase related issues on the project

***Duties***

* Monitoring all supplier contracts.
* Processing payments and invoices.
* Forecasting price trends.
* Developing a purchasing strategy.
* Ensuring inventory levels are adequate for the business.
* Negotiating contracts with third parties and suppliers.
* Developing relationships with suppliers.
* Following up with suppliers concerning delivery times.
* Reporting to Senior Managers and Executives.
* Forecasting future demands.

**Purchasing Officer, Senior - Reporting to Purchasing Manager**

**Greatways Limited Trading and General Enterprise, East Africa.**

 From 20.February .2013 - 27th December 2013

* Exercise general control over all activities in Stores Department
* Ensure safe keeping both as to quality and quantity of materials.
* Forecasting future demands.
* Reviewing proposals for competitive pricing, lead time and quality.
* Developing strategies to address a wide range of regulatory and stakeholder needs.
* Overseeing the execution of purchase orders.
* Monitoring the cost and performance of major suppliers
* Maintain proper records.
* Initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
* Initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
* Check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
* Reserve a particular material for a specific job when so required.
* Issue materials only in required quantities against authorized requisition notes/material lists.
* Check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

**Assistant Purchasing Officer - Reporting to Category Manager**

**Qatar Airways, Qatar Duty Free, Qatar**

February 20th, 2010 – February 2013

* Ensuring that all purchase orders are logged.
* Managing all petty cash transactions.
* Supporting organizational change to improve business processes.
* Reviewing proposals for competitive pricing, lead time and quality.
* Developing strategies to address a wide range of regulatory and stakeholder needs.
* Overseeing the execution of purchase orders.
* Monitoring the cost and performance of major suppliers

**Store Keeper & Warehouse Team Leader - Reporting to Warehouse Manager**

**Qatar Airways, Qatar Duty Free, Qatar**

October 15th, 2008 – February 2010

* Coordinates externally with the buyers and internally with the production department
* Go to travel if needed to seek another customer and bring some samples from defined places.
* Clarify product availabilities and delivery time of orders
* Work outside such as meeting for clients to introduce new and latest design
* Follow up and assists orders if delayed
* And every six month we are making inventory control counting and fixing the warehouse
* Making barcode for the each item
* Following the store missing stock and directly inform the managing of head

**Store Keeper cum Purchasing & Logistics Executive - Reporting to Asst. Town Clerk**

**Kampala City Council, Makindye Municipality, Kampala, Uganda**

May, 2006 – August 2008

* Overseeing and fully in charge of the goods receiving process in the warehouse.

Checking of all deliveries against the packing sheet and any discrepancies are duly noted.

Overseeing the update of the computerized purchase order with the delivery details

Ensuring that stock is only placed into storage once approval has been provided by Quality Control

Overseeing the preparation of all merchandise prior to delivery to the stores

Responsible for the Carry out of regular checks to ensure that the store picks have been performed correctly

Overseeing the accurate processing of all returns, transfers and damaged merchandise.

Supervise daily cleanup and general housekeeping of warehouse.

Maintain safe working conditions and procedures

ensuring that all fire exits are kept clear of stock



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