**First Name of Application CV No 1623456**

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I would like to see that my skill, knowledge and enthusiasm are made use of in full by any progressive company. My aim is to be a high performer and a good team-player. Even in a small way I wish to contribute towards improved performance of my organization. I do believe that my success depends on company’s success.

Working Experience:

**I worked as a Senior Executive, Procurement in Brandix Essentials (Pvt) Ltd., Rathmalana from 26th May 2014 – 3rd February 2016 Taking the responsibility of ordering trims & packing materials of DBA customer to achieve on time production & OTD (On Time Delivery)**

Department - Merchandising Department (Supply chain – Brandix Essentials)

Duties - **Capacity & Yarn/ Greige Booking** – Create the summary format of yarn/ Greige using the details from the development team & inform to the supplier.

Calculate the capacity requirement based on customer flow & inform to the supplier.

 Check internal reconciliation & yarn/ Greige balances available with the supplier.

 **Manual working of RM requirement –** Get the details from the “multiple style wise RM requirement report” against the Movext system for check the POP accuracy.

 Communicate with the Bulk merchandizer for the errors or deviations.

**PO (Purchase Order) Creation** – Check the style wise reports & RM stock reports for the excess RM & allocate them for the required places(reclassification) through the system.

If not, check the liability warehouse for the RM availability of usability.

Finalize the RM requirement & create PO through the MOVEX system & send to the supplier.

**PI (Performa Invoice) confirmation from the supplier** – Push the supplier for the delivery confirmation within 48 hours.

Update the system & change the system status according to the received PI date.

**Merchandising Meeting** – Get the production details for next 4 weeks from the planner & check the RM availability of the production plan accordingly & directly coordinate with the suppliers for RM delays or other RM issues.

And handover the meeting minutes to the planner.

**Follow-up the bulk shipment booking** - Check the expected delivery date based on the Supplier OTD forecast or Supplier Expected RM report.

Follow up with supplier based on Expected RM report/supplier OTD forecast considering the loading plan

Close monitoring for the overseas deliveries for vessel schedules & coordinate with the logistic team for effective delivery plan.

**Activate Claim Notes** -Checking for rejections & non activated claim Notes based on fabric tech’s agreements on replacements

**Sort-out Payment issues** – Get the details from the payment outstanding report from the Finance & sort-out all the internal issues to proceed the payment.

**Inventory Analysis** – Maintain Inventory stock & Inventory days below 30days level.

KPIs - 100% Supplier OTD

 PO to PI confirmation within two days

 Maintain Inventory Level

 Maintain Write-off level

 Solve pending payment issues

Direct dealing with –

 Suppliers (Out of the organization)

 Development Merchandizer

 Bulk Merchandizer

 Planner

 Fabric Technologist

 Industrial Engineering team

 Production plant (Warehouse)

**I was an executive in Brandix Essentials,Rathmalana from 2nd April 2012 to 25th May 2014.**

Department - Business & Operations planning (Pre-production & T&A planner)

Duties - Conducting Pre production meetings (M&S, H&M, DIM, FILA &Lasenza)

Time & Action planning via FastReact system (M&S, H&M, DIM, FILA &Lasenza)

Training Experience

I am practically using **LEAN** process to the day today office works &**5S** effectively& efficiently.

I have completed Logistic training – One day program

I have completed personality development training – One day program

Participated for Mill visits/ Port visit

I have completed internship of 6 month in Brandix Essentials Rathmalana from 24th August 2011 to 1st April 2012. (On the job training).

Department - Business & Operations planning

Duties - Conducting Pre production meetings (M&S, H&M, &Lasenza)

 Time & Action planning (M&S, H&M, &Lasenza)

I have completed 6 months of training period in Brandix Essentials Koggala from March to August in 2011.

Covered Areas – Planning, Production, Cutting, Quality, Finishing

Skills

Excellent interpersonal skills & communication skills

Hard working

Excel handling

Fast and self-learning

Team working and friendly.

Self-confident

Professional Qualifications

I am following a degree of Apparel Production & Management in Open University of Sri Lanka.

I have successfully completed National Diploma in technology (NDT)-Textile & Clothing Technology- University of Moratuwa- (2008-2011)

Subjects

Product Initiation Yarn Manufacturing

Production Organization Engineering Drawing

Equipment & Textile Testing Electro Technology

Coloration & Finishing Fiber Science

Weaving Technology Eng. Mechanics &Strength of Materials

Knitting Technology Properties of Materials

Quality Control & Statistic Workshop Technology

Mathematics Introduction to information Technology

Industrial Management English

I have completed two subjects fromCMA Foundation Level (Certified Management Accountants)-Sri Lanka

Subjects

Business Mathematics

Financial Accounting Fundamentals

I have completed Diploma in Business Management- IDM Rathmalana- **i**n 2010

Academic Qualifications

G.C.E.(Advanced Level Examination) – 2007

I have passed Advanced Level Examination in Mathematics Subjects.

District Rank 357

Subject

Combined Mathematics

Chemistry

Physics

G.C.E. (Ordinary Level Examination) - Year 2003

I have passed Ordinary level with 7 A’s & 2 B’s

Extracurricular activities

I have made a Significance Contribution to the technical exhibition INCO 2010 organized by the Institution of Incorporated Engineers, Sri Lanka with a project related to modern technology for textile.

I took a part as a school Prefect-2000-2001

I was a Netball player of school house team-2000

I was a member of school Science society

I was a member of school orchestra- Violin player

Strengths

Effective interpersonal communication.

Ability to handle high pressure situations in a professional and effective manner.

Capable to cope with new system upgrades easily.

Highly reliable & responsible as a team-player.