**First Name of Application CV No 1647768**

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**Objective**

* Seeking suitable position in purchase/procurement/Supply Chain department

**Profile Summary**

* Since (Oct. 2008 –Present ) working with EUROSTAR GROUP Dubai based, Satellite / Consumer Electronics / FMCG & Trading Company as a Sr. Executive –Purchase.
* Experience with LG Electronics Co. Ltd. India, as a Purchase Executive ( 2007-2008 )
* Complete professional with 8 years of experience in Global sourcing, vendor development, Product costing, Procurement & Inventory Controller.
* Proficient in strategic planning, Inventory management and distribution within the country and overseas locations in Middle East.
* Well versed with MS office, and ERP like JDE, ORION.
* Global sourcing, procurement experience from India, China, Taiwan, Korea.
* Coordinate all Logistic activities with other relevant Departments and persons, as necessary in achieving company objectivity.
* Coordinate and supervise all logistic activities in safe, smooth and efficient procedures.

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**Core Competencies:**

Strategic Planning Process improvement

 Communication and Negotiation Skills Reliability

 Forecasting Cost reduction and control

 Inventory & Time Management Inbound/out bound Allocation

 Self-Commitment & Motivation Problem Solving & Decision Making

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**Experience:**

* 7yrs of experience with Eurostar Communication LLC [Dubai] as a Sr. Purchase Executive.

Procuring Satellite Products (Dishes, Set-Top Boxes, Cables), Consumer Electronics & Home Appliances.

* 1yrs of experience in LG Electronics Co. Ltd. [India] as a purchase executive.

**Key Skills:**

**Eurostar Communication LLC Experience: (2008-Present)**

**Import & Local’s Supplier Co-ordination:**

* Import purchasing of Consumer Electronics/Home Appliances Products.
* Import purchasing of Satellite Dishes, Set Top Boxes (Receiver’s), LNB, Cables & Diseqc switches.
* Handling import supplier from India/China/Taiwan/Korea/Hongkong.
* Handling purchasing for [UAE/SAUDI/KUWAIT/OMAN] team from Dubai HO.
* Raising Product enquiries/quotation comparison/price negotiation/finalizing payment & shipping terms/making system purchase order/PO approval format/Value chain/documentation/delivery follow up /providing forwarder details/supplier’s payment/LC.
* ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.

**Finance Team Co-ordination:**

* For supplier’s payments/providing supplier payment voucher’s/ providing monthly or quarterly cash flow (supplier wise)/supplier LC format.

**Logistics Team Co-ordination:**

* Handling forwarders/providing forwarder details to supplier’s/shipping documents check up& approvals/shipment tracking/follow up for original shipping documents/Dubai Municipality Approval.

**Sales Team Co-ordination:**

* Coordinating with sales team [UAE / KSA / KWT / OMN].
* Ordering as per the agreed yearly sales budget.
* Monthly review meeting with sales team for inventories/upcoming orders/product pricing/keeping some buffer stocks/making deal format for dealers, hypermarkets & super markets promotion/market survey.
* Reviewing PSI (Purchase Sale Inventory) report on monthly basis.
* Experienced in ensuring timely supply of goods to sales team to achieve their monthly sales target.
* Reshuffling inventories within the branches based on movement/events/promotions.

**Technical Team Co-ordination:**

* Weekly/Monthly review meeting with technical team.
* Developing alternate product & alternate supplier source to be cost effective in the market.
* Arranging spare parts requirements by technical team.

**Database:**

* Maintaining data base [supplier’s record/supplier payment track/stock inventory report/ PO tracker/price analysis] all done manually.

**LG Electronics Co. Ltd. Experience: (2007-2008)**

* Handling Local Supplier for manufacturing of AC electronics components.
* Managing raw material and product inventory.
* Supervising day to day plan to the local vendors.
* Co-ordination with IQC team.
* Local Supplier factory Visit.

**Achievements:**

* Awarded with the Title “BEST PERFORMER” for the Year 2009 in our dept.
* Independently handled the procurement for six months in the absence of the manager in the year 2010
* USD 90k saved for the organization through supplier selection & price negotiations for the year 2013.
* Successful in procuring materials on time.
* Ensured minimum ageing stock.

**Educational Qualifications:**

* Engineering Graduate from “UPTU UNIVERSITY LUCKNOW” in Electronics & Instrumentation in 2006

**Personal Details**

* Date of birth          : 04 Jan.1984
* Languages known : English, Hindi, Punjabi
* Nationality : Indian
* Marital status : Married