# AKBAR

Dynamic, visionary with success in Procurement, Sales, Logistics Inventory Management, Warehouse Management& Retail Industry

**Company profile:**

**Supreme Group** has evolved into one of the largest and most successful retail organizations in the INDIA. SUPREME is a well-defined retail concept of Group. This concept deals with hot 4 Departments like Home Décor, Bath Décor, Lighting, Home furnishing etc.

**Designation : Purchase Executive and Logistics Coordinator, Supreme Groups, India**

**Period : FEB 2013 to MAR 2016**

**Job Responsibility**

**Purchase Process**

* Purchase order creation and send the PO to supplier after getting the approvals from signatories
* Managing the purchase process threw RMS and SCP
* Handling Inbound, Outbound, Transport, and MIS.
* Accountable for managing / growing the operations with overall accountability of ensuring that the back ends process meet all the distributors’ requirements.
* Receiving and checking of all invoice and goods from suppliers. Ensuring that goods are all in best conditions and order quantity is correct.
* Entering data in database system to update received stocks and Updating database system for stock transfer (inbound/outbound).
* Controlling and Tracking of delivery/transfer goods. Assuring that all goods reach each destination on time and in best conditions.
* Book the Invoice in REIM and the forward the same Finance for payment.
* Intimate to Finance for any discrepancy or price revisions made by the suppliers.

**Logistics Operations**

* Taking quotation from forwarder and nominating the forwarder with best rates and least time.
* Nominating the forwarder and getting ETA and assuring the clearance is done.
* Ensure material delivered to the WH and getting the GRN and costing done.
* Arranging transport to deliver the material at customer site from WH, and create the delivery note against delivery.
* Reconciling with forwarder and suppliers invoices and making sure we are charged correctly and making payment memo.
* Provide in a timely in all invoices to finance dept to process the forwarders payment.

**Designation : Purchase Processor and Sales supervisor, Mustafa Groups, Singapore**

**Period : DEC 2010 to DEC 2012**

**Job Responsibility**

* Managed sales and inventory related decision making.

* Worked on sales forecasts and models to determine the sales.
* Worked on devising plans for understanding the staffing issues and coming to a conclusion and experienced in recruitment, employee management related activities.
* Worked on preparing PO and other documents related to purchase.
* Worked on the supply process and handling customer complaints and agreements with the customers and the vendors and ensuring on time delivery to the customers.
* Worked on the payment related activities when it comes to the vendors and the customers.
* Worked on quality, customer service, safety and customer complaints and concerns.
* Worked on devising promotion models and initiatives related to business performance.
* Worked on PO creation and working on activities related to the value chain.
* Handled processes through RMS and SCP systems and an experience in handling MIS.

**Designation : STORE MANAGER, Reliance Fresh, India**

**Period : JUNE 2006 to NOV 2010**

**Job Responsibility**

* Experience in working on the back end activities as far as the company is concerned.
* Experience in handling the complete supply chain process.
* Worked as a Store Manager in making sure that the sales and store is managed.
* Worked on managing the inventory and the stocks in the store.
* Worked on the brand management related activities as well.
* Worked with the team in handling the customer complaints and concerns.
* Worked on sales projections and forecasts with the team.
* Worked on handling the units in the mall and managing the process alongside the Senior Mall Manager.
* Worked on efficient understanding of the Mall safety procedures and making sure that the units adhere to this
* Attended to the customer complaints and allowing the customers to have an enhanced shopping experience
* Worked with the clients and the partners on various activities for the business development and progress
* Preparation of Job wise profitability and work in progress report on monthly basis
* Managing & Controlling Terms, modes of Payments of according to contract.
* Payment to the Suppliers and other Parties.
* Enter all transaction of bank, petty cash voucher and JV’s in accounting software on daily basis and performing month end closing

**Inter Country Process**

* Process the order with CEO approval and get the items ready for dispatch.
* Dispatch the items thru liner and intimate the delivery detail to delivery end
* Creation of GLL/ Custom Invoice/Accounting Invoice/Add expenses in Oracle(WMS,SCP,RMS )
* Get the supporting documents from concerned Dept ( like COO from Chamber )
* Communicate the value and destination details to finance for payment (debit / Credit )

**ACADEMIC PROFILE**

**Master of Computer Application** at Madras University (2007-2010) – Acquired 65%.

**Bachelor of Computer Science** at New College Affiliated to Madras University (2003-2006) – Acquired 58%

**COMPUTER SKILLS**

* Experienced Knowledge of SAP and Oracle software.
* Computer Expert
* Microsoft Office (Word, Excel, Outlook)
* Well versed with internet

**PERSONAL SKILLS**

* Negotiation
* Vendor Management
* Employee Expense Report
* Team Building
* Buying
* Business Development
* Client Servicing
* Customer Service & Satisfaction

**PERSONAL DETAILS**

Date of Birth : 19 Feb 1985

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, Tamil, Malayalam and Malay

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