**CURRICULUM VITAE**

|  |  |
| --- | --- |
| **SIBAGATHULLAH** |  |

**Objective:**

A Professional Individual with High Interpersonal skills having Experience in Procurement field and also Management skills. Ready to serve the good career in reputed organization where there is recognition for hard work and sincerity can be put on and endeavor there and also mutually beneficial to the organization and myself.

**Working Experience:**

* Working as a PurchaseIn charge in **in Jafza - Dubai, U.A.E (Jan ‘19- Till Date).**
* Working as a Procurement Officer in **ETA-PCS Switchgear Mfg. L.L.C., Dubai, U.A.E (Sep ‘13- Dec’.2018).**
* Worked as Procurement Executive in **SPRASHLtd., Chennai, India**(**Oct’08-Mar’10).**
* Worked as Purchase Executive in **CMCLtd (TATA Enterprises), Chennai, India**(**Jan’11-Jan’13).**

**Roles and Responsibilities:**

* Managed the Portfolio, Purchase, and Demand, Supply and movement of over **2000 materials**and the portfolio of **over 200 Suppliers**.
* Responsible for complete management of Inventory of Raw Materials, Equipment’s, Resources and Semi-Finished Goods from Forecasting, Requirement & Product Identification to Purchase, Supply, Inspection to Monitoring. Provided Process & Service totality for the Purchase department in addition to setting new strategies, processes and standards.
* In charge of generating and/or managing complete Purchase/Procurement Process documentation – **SAP/ERP**, Stock Forecasting, Quotation/Offers, PO, BOQs, Vendor Management,Vendor Invoices etc.
* Managing and Analyzing Commitment Report; Material Data Acquirement; Material Calculation Setting and Controlling Purchasing Budget; Setting, Monitoring and Controlling Purchasing Targets – Cost Wise- Material Wise-Delivery Wise-Quality Wise-Standard Wise.
* Analyzing and Purchasing Materials with Least Wastage Strategy – Material, Quantity, Cost &Time.
* Tracking Deliveries; Arranging Shipping Documents through Air & Sea Shipments.
* Acquiring Multiple Quotes, Information-&-Data Sheet reviewing, Specification-Quote &Terms Comparison; Hard core Negotiation; Establishing terms, pricing, quality requirements, delivery and contracts.
* Monitor Sales, Production Strategies-&-Capacity and Goods Volume Movement continuously to keep Surplus Amount of Stock; Organize Inventory by ABC Analysis and to Sell off insignificant materials.
* Maintain &Monitor Purchase History, Price History-&-Supply Chain History to generate reports, forecasts, price variations; Coordinates with Production to monitor equipment/tool/machinery wear&-tear to purchase/stock/maintain/calibrate accordingly; coordinate with Sales for finished goods delivery and Transportation.
* Incoming Material Inspection – by Quality, Specification & Quantity, Initiating Replacement if required.
* Maintaining the proper documentation.

**Technical Skills:**

**Operating System :**Windows 7

**Office Suites :**Microsoft Office 2007 & 2010.

**ERP**  : SAP MM Module

**Personnel Development:**

* Customer Relationship Management.
* Negotiation Skills & Leadership Development.
* Decision Making Skills.

**Positive Attitude’s & Strength:**

* Fast learner.
* Can adapt to any working atmosphere.
* Self-motivated and an excellent Team Leader.
* Ability to work under pressure.
* Implementing New Ideas & Creative thinking.

**Educational Qualification:**

* **Bachelor Degree in Information Technology**(with an aggregate of 69.5% marks) at Annamalai University, India (2007-2009).

**Personnel Profile:**

Date of Birth : 27-May-1985

Sex : Male

Nationality : Indian

Marital Status : Married

Languages : English, Hindi, Urdu and Tamil

Hobbies : Badminton & Cricket

Personal Contact : [sibagathullah-308258@2freemail.com](mailto:sibagathullah-308258@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

I am available for an interview online through this Zoom Link

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**Declaration:**

I will be very privileged to work with you and will substantiate my claims to best of my ability given a chance. Looking forward for a chance to prove my abilities.

Yours Truly,

**Sibagathullah**