**VINOD**



**PERSONAL PROFILE:**

**Email:**

Vinod.345396@2freemail.com

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Personal Data:** |  |  |
|  | Date of Birth |  |  | : 27/Aug/1969 |  |
|  | Gender | : | Male |  |
|  | Marital Status | : | Married |  |
|  | Nationality | : | Indian |  |

**Key Knowledge:**

* Procurement Procedures
* Import Procedures and documentation
* Oracle Procurement module

**Computer Skills:**

* Oracle
* Tally
* Microsoft Office
* Internet
* Email

**CARRIER OBJECTIVE:**

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help to explore myself fully and realize my potential. I can utilize my skills, where my knowledge can be put into practice to create / ensure a co-operative, organized & systematic working environment for benefiting the company and its personnel.

**EDUCATIONAL ATTAINMENT:**

* **Higher Secondary**

**EXPERIENCE SUMMARY:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Position** |  |  | **Company** | **Country** | **Period** |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Purchase |  | Sea Eagles Shipping LLC | Sharjah | Feb 2016 to |  |  |
|  | Assistant |  | till date |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Purchase |  | Rawabi Specialized Enclosures | Saudi | Jan 2010 to |  |  |
|  | Assistant |  | Arabia | Oct 2015 |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Import |  | Rawabi Alamin Distribution Company | Saudi | Mar 2006 to |  |  |
|  |  | Arabia |  |  |
|  | Executive |  | Ltd. |  | Dec 2009 |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Import |  | Ali Rashid Al Amind Company | Bahrain | Dec 2005 to |  |  |
|  | Executive |  | Feb 2006 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Executive |  | R K SWAMY BBDO Advt. Company | Mumbai | 1999 to |  |  |
|  | Secretary |  | 2005 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Secretary |  | Percept Advertising Company | Mumbai | 1993 to |  |  |
|  |  | 1998 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
| **PROFESSIONAL EXPERIENCE:** |  |  |  |  |
| **1. Date** | **:** | **February 2016 – Till Date** |  |  |  |  |
|  | **Designation :** | **Purchase Assistant** |  |  |  |  |
|  | **Company** | **:Sea Eagle Shipping LLC** |  |  |  |  |

DUTIES & RESPONSIBILITIES:

* Purchasing all items related to ship maintenance as per the request from technical dept.
* Arrange all publications and booklets required for vessel
* Arrange safety items for crews
* Purchase all type of consumables as and when required for the vessel
* Purchase all items related to Office, Garage and staff accommodation
* Prepare PO and send to supplier
* Follow-up for delivery

**2. Date** **:** **January 2010 – October 2015**

**Designation :** **Purchase Assistant**

**Company** **:** **Rawabi Specialized Enclosures – Saudi Arabia**

**(Rawabi Holding Group)**



**Key Skills & Competencies:**

* Expert in Purchasing process and procedures
* Experience in import procedures and documentation
* Strong decision-making skills and the ability to prioritize and plan effectively.
* Ability to work under pressure
* Excellent negotiation and communication skills

**Languages Known:**

* English
* Hindi
* Malayalam
* Arabic

**Passport Details:**

Date of issue: 09/08/2015

Date of expiry: 08/08/2025

Place of Issue: Riyadh KSA

DUTIES & RESPONSIBILITIES:



* + Find out potential suppliers and provide questionnaire to find out their credibility and include them in our supplier list if it is as per our company standard requirement
	+ Do the assessment and evaluation of existing suppliers on quarterly basis based on their performance
	+ Updating of approved supplier list on quarterly basis
	+ Prepare Request for quotation and make sure all of them are as per bill of materials / Purchase Requests.
	+ Prepare comparison sheet and negotiating the price
	+ Prepare PO in oracle system and send to supplier
	+ Preparing LC application
	+ Follow-up for delivery and inform the schedule to warehouse and production
	+ Cancellation of order, if materials are not as per PO and return the same to supplier or request for replacement.
	+ Make sure all supporting documents related to each PO is submitted to finance dept. on time to process the payment
* Follow-up with finance dept. supplier’s payment is releasing on due date
* Prepare material status report for each project for management review
* Prepare monthly report
* Follow-up with overseas supplier to make sure the shipment is as per schedule
* Inform to the supplier about necessary documents required for custom clearance and make sure documents are arriving before the shipment arrival
* Verify all the documents required custom clearance and send to clearing agent in advance
* Co-ordinate with clearing agent for overseas shipment
* Prepare / submit necessary documents required for custom clearance.
* Follow-up with finance dept. for advance payment for custom duty
* Follow-up with clearing agent to clear the shipment on timely manner without any demurrage

**3. Date** **:** **March 2006 – December 2009**

**Designation :** **Import Executive & Secretary to GM**

**Company** **:** **Rawabi Al-Amin Distribution Co. Ltd. – Saudi Arabia**

**(Rawabi Holding Group - FMCG Division)**

DUTIES & RESPONSIBILITIES:



**IMPORT EXECUTIVE**

* Placing orders to overseas suppliers
* Preparing LC application
* Co-ordinate with shipping company for freight charges
* Make sure supplier can provide all required document as per SASO regulation
* Verify the required documents for the shipment and inform to the supplier in advance
* Co-ordinate with clearing agent for custom clearance
* Submit the required documents to clearing agent before the arrival of shipment
* Co-ordinate with insurance company if any damages in packing or defrost etc. Import documentation
* Inform to supplier if any damage/shortage of material immediate after receiving them in our warehouse.



**Languages Known:**

* English
* Hindi
* Malayalam
* Arabic

**Passport Details:**

Date of issue: 09/08/2015

Date of expiry: 08/08/2025

Place of Issue: Riyadh KSA

**SECRETARY**

* All office related work to GM office
* Fix up meeting with client
* Follow-up with the client
* Preparing letter / minutes of the meeting
* Maintaining filing systems

**4. Date** **:** **December 2005 – March 2006**

**Designation :** **Import Executive & Secretary to GM**

**Company** **:** **Ali Rashid Al-Amin Company - Bahrain**

DUTIES & RESPONSIBILITIES:



* I was under training for Import procedures and documentation.

**5. Date** **:** **1999 – November 2005**

**Designation :** **Executive Secretary to VP**

**Company** **:** **R K SWAMY BBDO Advertising Pvt. Ltd - Mumbai**

DUTIES & RESPONSIBILITIES



* Secretarial assistance to Vice President
* Fix up meeting with client
* Preparing power point presentation
* Preparing letter
* Co-ordinate with visual & print media for client PR activities
* Follow-up with client
* Maintaining filing systems

**5. Date** **:** **1993 – 1998**

**Designation :** **Secretary**

**Company** **:** **Percept Advertising Pvt. Ltd - Mumbai**

DUTIES & RESPONSIBILITIES:



1. Secretarial assistance to the client servicing department
2. Taking dictation and transcribing letter
3. Follow-up with media and publication
4. Follow-up with client
5. Preparing power point presentation
6. Maintaining filing systems



**DECLARATION:**

I, hereby declare that all the information mentioned above is true to the best of my knowledge