**CURRICULAM VITAE**

Procurement & Operations Management

Moulana

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# Professional Summary:

Seeking to obtain a responsible position in logistics, procurement & supply chain management where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality should assist me a lot in adding to the company's growth.

# Professional Experience: Uae Exchange Centre Llc (United Arab Emirates, Dubai)

# From April-16-2011 to May-30-2016

##### Logistics:-

* Warehouse controls in charge
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Prepared various packages for shipment.
* Provided updated shipment information via email.
* Assisted branches with the preparation of shipping documentation.
* Confirmed that packages met federal shipping guidelines.
* Assisted branches in tracking missing or delayed packages.
* Coordinated with shipping departments at other postal facilities.
* Assisted with billing issues prepared invoices and processed payments
* Implemented innovative marketing efforts to increase business
* Provided assistance as necessary to track delayed or missing shipments.
* According to the branch requirement dispatching the goods from logistics central store branches.
* Making sure that all inventory processes are completed on the same day.
* Welcoming and helping clients who visit the branch.
* Monitoring stock levels.
* Maintain the Logistics and document record through ams software
* Monitored the performance of the warehouse staff
* Ensured that all drivers work to established driving time directives
* Handled all incoming and outgoing correspondence with clients
* Was in charge of the loading prescribed materials and assets into the vans
* Made sure that all branches orders are correctly taken
* Changed staff around and managing resources based upon changing needs
* Received goods deliveries and arranged for them to be logged and then stored for distribution later –on

# Professional Experience: Cyberaegis It Solutions Pvt Ltd as a Senior Logistics Officer

# (India, Hyderabad) From June-03-2016 to March-3-2017

Procurement:

* Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc Preparing Purchase Order.
* Liaison with suppliers and follow-up for timely receipt of materials.
* Maintaining records/database of various categories of approved suppliers.
* Preparation of Comparative Statement of Quotes.
* Material Management. Planning for daily consumable material for next one month. Billing status. Making the comparative statement.
* Manage the centralized procurement team of 4 which is individually responsible for procurement for each of the business segment.
* Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
* Involving in Purchase Budget management.
* Experience of dealing with international suppliers.
* Sourcing and negotiating the most affordable materials according to company Policies, Strategy and system.
* Responsible for working closely with the selected supplier and managing the company’s procurement activities.
* Markets Intelligence / Commodity price analysis and recommend strategic procurement initiatives to save cost.
* Enhance delivery efficiency by reducing lead times.
* Budgeting, Monthly Budget is prepared as per the requirement of Project
* Expediting with vendors.
* New Vendor Development.
* Ensure the quality & quantity of material purchase at site.

**Profile Summary:**

* An effective communicator with excellent relationship building and interpersonal skills.
* Good leadership skill to set goal, empowerment and performance evaluation.
* Keen to learn and continuously waning to improve personal knowledge.
* Ability to work in multi-cultural environment.
* Strong reasoning and organizational skills.
* Taking ownership for queries from first contact to resolution.
* Computer literate with efficiency to work with Microsoft Word, Microsoft Excel, Power point etc.

**Key Skills:**

* Branch Logistics officer
* Supply chain management
* Procurement
* Document clearance
* Negotiation with vendors
* Administration & operation management
* Distribution, Transportation management & Warehouse management

##### Technical Skills

* Tally.Erp 9
* Peachtree
* Quick book
* Package -MS-Office (2003/2007/2010), Expert user of window

##### Education Qualification

* Bachelor of commerce (B.COM) Osmania University, Hyderabad, India. June 2010
* Board of intermediate from st Joseph’s junior college 2007.
* Secondary school certificate from Sri Sai grammar high school 2004.
* Post Graduate Diploma in International Logistics Management 2016.

##### Personal Information

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Date of Birth : 16-08-1989

Marital status : Married

Visit Visa : Expires in a month

Nationality : Indian

Place : Dubai

Linguistic Skills : English- basic Arabic -Urdu-Hindi- - Telugu