**Sonu**

**SONU.360426@2freemail.com**

**Sales & Purchase Asst. Manager**

 **Career Summary**

* More than 9 years of experience in various facets of procuring materials from national and international markets garments
* Experienced with inviting and allotting tenders.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Successfully implemented vendor development programmes including training for vendors.
* Experienced with implementing systems of inventory management avoiding over-stocking or wastage.

**Key Skills**

**For Purchase management**

* Setting up the weekly, monthly, quarterly procurement plan.
* Procurement of raw material from national and international market.
* Development of alternative local sources for imported raw materials which helps in cost saving.
* Purchasing machines with improved technology to increase production.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Inviting and allotting tenders.
* Liaison with the production department to maintain optimum inventory.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
* Liaison with finance department for timely payment of bills.
* Developing reports on procurement and usage of material for top management.

**For Vendor Development**

* Effective management of vendor database.
* Classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
* Development of new vendors.
* Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Timely clearance of payments & handling vendor inquiries.
* Developing reports on various programs run for vendor development for top management.

**For Stores Management**

* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.
* Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

**For Garment Sales**

* Facilitated to educate guests on current fashions and styles and responsible for providing knowledge of fabrics and materials to customers
* Ensured to generate an atmosphere of hospitality and flexibility with the guests
* Maintained loss prevention standards through awareness and guest service
* Utilized appropriately the cash management practices and procedures
* Ensured to keeps the store in a clean and safe environment
* Participate in sales training and programs to enhance sales skills and techniques and trained new hires

**Employer**

* Brand Stores in Aligarh, UP, India from 2012 to till date
* “AshiyanaTrading L.L.C”, Dubai, Working as Asst. Manager – Sales/Purchase2009 to 2012

**Educational Qualification**

* B.A from Dr. B.R.A. University, Agra in 2007
* Intermediate from U.P. Board. in 2004
* High School from U.P. Board. in 2002

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* Hindi & English Typing
* DTP (Desktop Publishing)
* Conversant with MS Word and Excel
* Efficient Emails and communication through messenger

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* DOB 10 Feb 1986
* Language Known Urdu, English Hindi