**Curriculum Vitae**

**Amar**

Email: [amar.377363@2freemail.com](mailto:amar.377363@2freemail.com)

Dubai, UAE

Application for: **Procurement**/**Purchasing Manager**

**Career Summary**

A results driven, hardworking and capable for Procurement/Purchasing Manager with a track record of significantly reducing costs and also improving a company’s processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organizations core values and beliefs. Now looking for a new and challenging managerial position, one that will make best use of existing abilities and knowledge and also further my career and professional development.

**Achievements & Experience**

* Organization : **Swiss Belresort Ghantoot– Abudhabi, UAE**
* Organization Type : **Hotel & Hospitality Company**
* Designation :  **Purchasing Manager**
* Tenure : **April 2015 to February 2017**

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* Organization : **Hotel Holiday Inn Down Town – Dubai – UAE**
* Organization Type : **Hotel & Hospitality Company**
* Designation : **Asst. Purchasing Manager**
* Tenure : **November 2010 to March 2015**

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* Organization : **Hotel Holiday Inn Hafr Al Batin Saudi Arabia**
* Organization Type : **Hotel & Hospitality Company**
* Designation : **Storekeeper to promoted Purchasing Supervisor**
* Tenure : **March 2001 to March 2008**

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**Academic Qualifications**

* High School Diploma from secondary school Tanahun Gandaki Nepal.
* Proficiency Certificate in Business Administration.
* Bachelor of Degree in Tribhuwan University, Kathmandu Nepal.
* Master Degree in Business Studies from Commerce Campus, Tribhuwan University Nepal.

**Computer Software Knowledge**

* MS –Office (word, excel, Power Point) E-mail & internet.
* Soft ware systems **– FBM**, GCS, FMC & Fidelio use for hotel operation.

**Personal Details:**

Date of Birth : 29 June 1973 Gender : Male

Marital status : Married Nationality : Nepalese

Physical Fitness : Excellent Visa Status : **Visit Visa**

**Driving License**: Having Light Vehicle Driving License **– Dubai UAE**

**Languages Known**

* English – Read, write and speak Hindi – Read, Write & Speak,
* Arabic – Speak Only Nepali – Read, write & Speak

**Key Skills-Purchase Management**

* Experienced with inviting and allotting tenders, confirming of order quantity, price and availability and follow up the order by call or email communication accurately.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Creating of purchase order and proceed for approval by the Authorization and processing the PO to suppliers with communication.
* Ensuring audit compliance accurate order and experienced with implementing systems of inventory management avoiding over-stocking or wastage.
* Communicating with all department representatives for suppliers and under budget guidelines.
* Ensuring proper record of documents to accounts payable and management team.
* Set smart objectives for the team and provide regular and objective feedback on the performance. Monitoring forecasting base on contract expiration.
* Utilize cost management techniques and initiatives, and drive cost saving strategic initiatives to ensure that achieves best value.
* Engage with Business and negotiate contractual arrangements with suppliers to ensure that value for money and excellent service levels are maintained and optimized.
* Procurement of raw material from national and international market and maintaining vendor database confidentiality for vendor information, market analysis on regular basis.
* Developing reports on procurement and usage of material for top management.
* Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
* Continuously monitoring, evaluating and improving supplier performance.
* Sourcing the most affordable materials for the company’s manufacturing process.
* Projecting stock levels.
* Reviewing tenders and bids.
* Controlling the purchasing budget.
* Monitoring delivery times to ensure they are on time.
* Ensuring the adequate supply of all required materials, components and equipment.

**Duties & Responsibilities**

* Delivering cost savings for the company.
* Managing the procurement supplier relationships for the company.
* Helping to source alternative items for buyers and customers.
* Developing sourcing strategies.
* Managing commodity cost initiatives.
* Preparing high quality tender documentation.
* Regularly contacting suppliers to renegotiate prices.
* Resolving disputes and claims with vendors and suppliers.
* Keeping all supplier programs current and accurate.
* Delegating projects and tasks to junior staff.
* Promoting best practice across the company.
* Involved in writing up contracts and the terms of sales.
* Developing relationships with distributors.
* Working to create and promote a safe working environment.
* Involved in selling off excess, damaged and inventory and stock.
* Overseeing staff training.

**Vendor Development**

* Effective management of vendor database.
* ABC classification of on the basis of criteria like cost, quality, timely delivery.
* Development of new vendors/Suppliers.
* 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 coordinating with account & handling vendor inquiries.
* Developing reports for vendor development for top management.
* Maintained purchasing local and overseas policy including cash purchase float.
* Following up HACCP procedure as per municipality required.

**Stores Management**

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