**KASHIF**

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Current Location: Abu Dhabi, UAE

Seeking assignments in **Procurement / Material Management / Logistics / Warehousing** with an organization of repute in any Industry.

**OBJECTIVE**

An enthusiastic goal oriented and hardworking University Graduate. Reliable and trustworthy, having excellent PC skills & have solid experience in **“PROCUREMENT, LOGISTICS & WAREHOUSE INVENTORY MANAGEMENT “**and able to work on own initiative or as part of a team, having expertise in training, counseling and development of team. Also having the following skills and expertise to contribute to your esteemed Organization.

**PROFILE SUMMARY**

A competent professional with 12.11 years of work experience:-

* Purchase, Procurement & Logistics, Material Management, Vendor Development, Inventory Management, Project Management, Team Management.
* Trained In SAP ECC 6.0 in Material Management Module from SAP Tech Bangalore.
* Exhibited excellence in developing and implementing cost-effective supply chain solutions; adroit in achieving significant savings through effective negotiations with a huge supplier base
* Demonstrated proficiency in investigating, analyzing & correcting problems in quality at supplier location; track record of streamlining supplies, and implementing cost saving measures to achieve substantial reduction in terms of budgeted costs
* Rich experience in developing sourcing strategies & assessing materials to curtail inventory-holding expenses; adept in maintaining optimal stock levels with accountability of conducting profitability without hampering production
* Proven abilities in achieving reduction in "total cost" of raw materials
* With strong communication, interpersonal, analytical and organizational skills

**CORE COMPETENCIES**

* Forecasting required materials special consideration to current consumption & future trends; developing key procurement schedules for commodities as per all Contractual & statutory needs.
* Assessing the performance of vendors on the basis of various criteria such as percentage for quality improvement rate, on time delivery, schedule compliance and responsiveness.
* Rejecting materials found non -conforming and collaborating with suppliers & quality personnel to identify a course of corrective action for satisfactory disposition of disclosed ones.
* Negotiating with vendors to procure essential materials at reasonable price;

Developing suppliers for better cost, quality, delivery, increased volumes; identifying alternate sources for business consolidation

* Conducting assessment of vendors considering technical/functional aspects and volumes of commodities
* Planning and collaborating with Quality and Supply readiness team for proving

Production supplies; establishing capacity at vendor as per projected demand

* Improved the process of Receipt of material for speedy documentation,

Correctness of Quantity & Value, Binning, Storage, Preservation and Issue of material.

* Regular stock taking of high value materials; taking actions to avoid stock variation against logical stocks
* Processing orders to ensure correct & timely issue of material so that monthly production target can be achieved on time .
* Liaising with clearing agent for customs clearance and follow up with transporter for delivery of the shipments.
* Liaising with Transporters and internal approving Authorities for cost effective solutions as per quality norms through appropriate mode of transport
* Managing Inventory control and maintaining stock level.

**EXPERIENCE UAE )**

**Total experience 12.11 Years**

* EXPERIENCE IN PROCUREMENT ( 6.9 YRS)
* EXPERIENCE IN LOGISTICS & WAREHOUSING ( 6.2 YRS )

**ORGANIZATIONAL EXPERIENCE**

1. **COMPANY NAME:**- AVATAR BOATS BUILDING

 **BRAND NAME :-** INSTINCT MARINE

 **DURATION :**- SEPTEMBER, 2015 till now ( 1.9 Yrs )

 **DESIGNATION :-** PROCUREMENT OFFICER

 **NATURE OF WORK :-** BOATS MANUFACTURING

 **PROJECT :-** SEAHORSE ( FLOATING VILLA )

 **LOCATION :-** JADAF DUBAI UAE

**ROLE :-**

* Reporting to Production Manager & General Manager.
* Identifying Local Supplier for Materials requirement at project site, fabrication, Hardware & Tools
* Negotiation with supplier for price, delivery and payment terms
* MAR Submission to client to get Material Approval
* Follow up with Supplier to supply the material at site
* Follow up & coordinating with overseas vendor for preparing shipping documents.
* Coordination with Finance department to Open Letter of Credit for Overseas Shipments
* Liaising with clear agent for Custom clearance of Incoming Shipments
* Transport arrangement for Material delivery to site.
* Planning & procurement of items for production, non-production, Raw materials, Packing Material, Project etc.
* Experience of reviewing sales, forecasting stock requirements & Ordering. Helping to eliminate costs throughout the supply chain. Updating & maintaining the supplier database.
* Preparation & processing of requisitions and purchase orders. Checking confirmations of order, delivery note and invoice control.
* Coordinating and following up of schedules, deadlines and delivery date. Resolving vendor grievances claims against suppliers.
* Making sure there is minimum wastage and production cost target are achieved. Ensuring customer specifications are met. Responsible for product quality.

**2. COMPANY NAME:**- ETISALAT( Third Party )

 **DURATION :**- SEPTEMBER, 2012 to SEPTEMBER, 2015 ( **03 Yrs** )

 **DESIGNATION :-** WAREHOUSE STOREKEEPER

 **SECTION :-** RECEIVING OF CONSIGNMENT

 **NATURE OF WORK :-** TELECOMUNICATION

 **LOCATION :-** MUSAFFAH M – 12 ABU DHABI UAE

**ROLE :-**

* **Reporting to Warehouse Manager .**
* At the time of receiving the consignment to check the necessary documents i.e **purchase order ( LPO ) delivery note ( D/O or D / N ) , Invoice** in case of domestic delivery.
* To check the necessary documents e.g. **Purchase Order ( PO ), Delivery Note , Invoice , Packing List, Bill of Lading , Air Way Bill, Customs Clearance, Weight etc.** in case of Import / Export of material.
* To off load the material and bring in designated receiving area.
* To check the material physically and count it.
* To make the discrepancy report in case of **Shortage / Excess / Defective / Damage** .
* After receiving the material, to prepare **PAC** ( Provisional Acceptance Certificate ) & **TAC** ( Technical Acceptance Certificate ) for the inspection of material.
* After the approval of material, to keep the material in proper Sub – Inventory and location.
* To create the **GOODS RECEIPT NOTE ( GRN )**
* To process the Material Return Note in Oracle. ( **MRN** )
* To receive the material requisition from end user and issue the material to customer.
* To receive the Distribution sheet from Supply Chain Management .
* After receiving the distribution sheet, arrange and ready for distribution.
* Distribute the items as per sheet and with careful handover to exact customer.
* To process the Store Issue Voucher or Material Issue in Oracle. ( **SIV** )
* To process the Inter Organization Transfer one region to another region in Oracle. ( **IOT** )
* To keep the material proper Sub-Inventory and exact the locator.
* To transfer the Sub- Inventory in the system.
* To change the locator in the system.
* To check the stock on weekly basis.
* Inventories and Annual Stock Taking
* To receive the Fixed Assets according to the FA-07 and FA-06 form. ( Approved from finance)
* To keep the Fixed Assets in proper location by lot.
* To maintain the record of Fixed Assets and original fixed assets sent to finance.

 **3.0 COMPANY NAME:**- BIN HAMM AGRICULTURAL CO.

 **DURATION :**- DECEMBER, 2003 to FEBRUARY, 2011 ( **8.02 Yrs** )

 **DESIGNATION :-** PURCHASE OFFICER / WAREHOUSE INCHARGE

 **SECTION :-** PROCUREMENT

 **NATURE OF WORK :- INFRASTRUCTURE PROJECT**

 **LOCATION :-** HILLI , ZAKHER AND MARKHANIYA AL – AIN ABU DHABI UAE

**ROLE :-**

• Reporting to Purchase Manager.

• Managing /supervising all the Purchase Department, Store keepers and Material Management.

•Negotiation with vendors and finalizing the Purchase Orders/Contracts under Available Budget.

•Follow up with Vendors and Manage to get the Construction Materials to Site in Given Schedule.

•Vendor assistance and Problem solving related to Delivery of Material, Quality material and Payment Issues.

•Procurement of Building Materials, Construction Equipments and Spare Parts.

•Managing the Inventory Control at site and Verification of Invoices for Payment.

•Working in Close coordination with Site management to ensure Production Planning.

•Vendor Development, finding multiple sources of materials.

•Solving Vendor Issues related to Payments and Delivery of Materials.

**QUALIFICATION**

 Bachelor of Commerce (B.Com) Islamiya University, Bahawalpur Pakistan (2001)

**SKILLS & EXTRA CRRICULAR ACTIVITY**

* **Computers Proficiencies include Microsoft Office**
* MS-Excel , MS Word, Outlook, Internet, Chemical Handling, First Aid and Fire Fighting.
* **ERP Software Skills**
* Oracle (Database Management Systems) R - 12
* SAP M.M (Material Management) Release – 6.0
* ERP True
* Quick Book
* Peachtree (Computerized Accounting)

**SAP MATERIAL MANAGEMENT COURSE**

* I have completed SAP logistics & Supply chain management course from the Zabeel International Institute Abu Dhabi UAE. Complete Functional Specialist of SCM-SAP for Modules Materials management(MM)

SAP MODULE UNDER-GONE TRAINING

1. SAP Material Management ( MM )
2. SAP Warehouse Management ( WM )

**PERSONAL DETAILS**

 Nationality : Pakistani

 Date of Birth : November 05, 1978

 Gender : Male

 Marital Status : Married

 Current Location : Bur Dubai

 Visa Status : Employment

 Languages Known : English, Arabic, Urdu, Hindi, and Punjabi

**DECLARATION**

I declare that the above information provided by me is true of my best knowledge and belief.

Signature: Date: