PROCUREMENT OFFICER & ADMIN ASSIT.



Email:

Akheel.381809@2freemail.com

**Akheel**

**About Me**

I am a highly motivated professional with expertise building corporate value through the development of excellent management and operations functions in Procurement. Commercially astute, I have built a reputation of consistently achieving organizational targets through the development and execution of key organizational strategies that promote growth through optimal utilization of value propositions and business insights.

**Objective**

To secure a position as a valued member of your organization for challenging and enriching role in the field of procurement and strengthen the overall organizational performance that drives towards profit.

**Skills**

\*Procurement process & Coordination – English and Computer

\*Microsoft Office \*Time Management \*Team Management

**Personal Information**

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| --- | --- |
| Date of Birth | : 4-May-1989 |
| Nationality | : | Indian |
| Marital Status | : | Married |
|  |  |  |

**Career Profile & Experience**

Participative management professional – Progressive leadership, Dynamic results-focused & practical oriented professional putting forth an **experience of** **over 5 years in Procurement,** Logistics & Warehouse Management withInformation Technology (ERP/MICROSOFT/COMPANY SOFTWARE).

Progressive leadership experience have created a passion for surpassing financial and service object via a combination of world class service oriented, lean operating methods and incentive driven rewards for team achievement. Derive genuine pleasure from transforming high potential staff into outstanding leaders demonstrating the creativity critical to financial and operational success. Adept at analysing the organization’s requirements and identify loopholes. Innovative and creative enough to promote ideas that drive the organization towards a result oriented and revenue generating directions.

**Education**

|  |  |
| --- | --- |
| 2005-2008 | Diploma in Mechanical Eng. |
|  |  |
| **VMR Polytechnic, Rampur-Warangal** |  |
|  |  |
| 2005 | Secondary School Certificate |
|  |  |
| **Blue Bells High School-Warangal** |  |

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| --- | --- |
| **Experience** |  |
| 2013-2018 | AIMS Intl Co Ltd-Transportation |



**Worked as “Procurement Officer”**

* 1. **Sourcing/Procurement**
* **Responsible for Material Resource Planning of the company to meet customer’s demand on time**
* **Prepare the Purchase Order, place the final Performa Invoice by considering related issue such as item price, shipment terms, price protection, promotion items sales, sales reports & demand**
* **Strong negotiation with the suppliers for profitable prices on better Terms & Conditions**
	1. **Material Planning**
* **Coordinating with Sales & Export department to know about their expected orders and forecasting future demand**
* **Watching closely local market flow, competitors and keep view on commodity prices**
* **Keep in view promotional plans by marketing department to meet their demands on time**
* **Identify and solve administrative problems which hinder effective and efficient operations**
	1. **Administrative Responsibilities**
* **Direct related administrative activities including gathering of performance indicators, reports and correspondence**
* **Maintain and update all the supplier related operation issues on the company system (ERP)**
* **Develop strong customer relationship.**

2012-2013

**Worked as “Executive Administration”**

**I. General Administration**

* **Establishes Quality and Quantity Control Standards**
* **Prepare, maintain and reviews record and reports for accuracy and completeness**
* **Analyse financial and statistical data**
* **Prepare monthly reports detailing material and personnel usage and departmental costs accounting data**
* **Evaluate existing and proposed administrative or operational policies, practices and techniques and recommend improvements**
* **Resolves problems that have a significant impact on the overall goals of the department**
* **Assists staff in completing workload assignments**
* **Performs a variety of special projects and program duties as assigned**
* **Making Insurance for all the Company Assets**
* **Handling Vehicles Accident claims**
* **Handling Tickets, Rental Cars, Hotels, for Employees & Higher Management.**
* **Handling Custom Clearances for import Goods.**

**II. Sites Administration**

* **Managing all administrative issues of different sites of the organization**
* **Generating monthly reports**

**Computer Skills**

* **MS Office**
* **Internet Research**
* **Flow chat Preparation**

**Language Skills**

* **English**
* **Hindi**
* **Urdu**
* **Arabic**
* **Telugu**