 JobapplicationinPurchase/SupplyChainvertical

Wilson

Email:- [wilson.385546@2freemail.com](mailto:wilson.385546@2freemail.com)

Bur Dubai, United Arab Emirates

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With my experience in various Purchasing rolls and along-with accounting background, I have been successful at managing the department as well as reducing the purchasing cost.

**Management Trainings Attended**: Team Building, Presentation Skill & Handling Difficult People.

**Career Review Highlights** : Total 20 years (Last 14 years in Procurement)

**Forsan Foods & Consumer Products Co. Ltd. – Senior Purchase Supervisor (June 2015 to March 2018) – Riyadh, Saudi Arabia**

Company Business: Bakery products, Processing of Chocolate, Glaze, Cheese, Butter & Burger Company Brand: Forsana

Software – Counter Point

* Develop new Suppliers in the process of adding new Suppliers or multiple Suppliers.
* Reduced 20% of the cost of local purchased materials by negotiating & proper supplier selection.
* Monitor Stock levels. Investigate the market. Assist in preparing the Annual Procurement Budget. Maintain and Evaluate Vendor list.
* Assigned to manage & control the purchasing department:
* Purchase of Spare parts, tools & materials for Maintenance, HVAC & Electrical Departments,
* Raw & Packaging Materials, Purchase of QC, Safety & Hygiene Department requirements.
* Skilled Labour, Civil Work, Renting Equipment, etc.

**Pepsico (Saudi Snack Foods Co. Ltd.) – MRP Controller in Supply Chain Management & Purchasing Supervisor (June2006 to November 2014) - Riyadh, Saudi Arabia**

Company Business: Manufacturing & distribution of snack products of Potato & Corn in the Middle East Countries.

Company Brands: Lays, Doritos, Tasali, Cheetos, Quavers, Twisted, Twistos & Popcorn.

Software – SAP

* Company honored me with certificate of recognition in 2010 & 2014.
* Raw & Packaging materials which I handled in this period are Flavor, Film, Poly-bag, Duplex box, corrugated outer case, Oil, Banner for promo& sealing tape.
* MRP (Material Requirement Plan) is prepared based on 3 months rolling Sales forecast. Monitor stock level daily & make sure that the material is delivered on time. End of the month the open PO is check for each vendor & any material that is not required or will not receive is closed, before starting with the next month’s MRP.
* If possible comparison should be made with local supplier and import supplier with landed cost.
* Import:- If there is any loss or damage of goods, raise the Insurance Claim as per the policy and procedure. Provide the Goods under Clearance & Goods in Transit monthly report to Finance for provision.
* Coordinate with Finance, Warehouse & Supplier to solve the issues like material rejected, rate or quantity difference in the Supplier Invoice or delivery note. Provide the monthly Purchase Price Variance Report to the Senior Purchase Manager.

**Middle East Technical Services Est. - Financial Accountant & Procurement Officer (June 2003 to April 2006) – Riyadh, Saudi Arabia**

Joined the company as an Accountant & then as per the immediate requirement of the company I took the responsibility of Procurement.

* Accountant: Banking Correspondence - International Financial Activities like Money Transfer, Letter of Guarantee, Customs Duty (payable), Letter of Credit (Open, Amend & Transfer), Invoice & correspondence with Import & Export L/C . Reconcile Bank A/cs.
* Purchase Officer: Controlled the Petty Cash for Office & Site Purchases.
* Prepare RFQ, Comparison & PO as per the Procurement requirement.

**Al Taitoon General Contracting- Accountant (Mar2002 to Apr2003) – Manama, Bahrain**

Maintain Cash Book & Bank Book. Prepare monthly Financial Report

* Prepare payroll, get the cash with proper denomination from the bank & distribute salary in cash to all the sites (8-10) available.

**King Fahad National Guard Hospital – Accountant – (April 2000 – Feb 2001) – Riyadh, Saudi Arabia**

Business Center Accounting

* In patient Invoice, Reconcile Cashier’s Daily Cash Collection, Prepare monthly Revenue Account.

**Dynarabia Co. Ltd. – Riyadh, Saudi Arabia – Accountant – (Feb 1997 – April 2000) – Riyadh, Saudi Arabia**

* Handled petty cash replenishment for SR.10,000/- used for branch office and project material purchase.
* Prepare monthly payroll for approximately 1100 employees.

**Adonis Laboratories Pvt. Ltd.– Mumbai, India – Accounts Assistant (Aug 1995 – March 1996) – Mumbai, India**

* Finding and solving errors in Trail Balance. Booking Receipts, Invoices and Vouchers after checking.
* Maintain sales taxation & MODVAT procedure. Solve the queries of auditors in audit check.

**EducationalQualification** :B.Com.(Accounting&Taxation)fromBombayUniversityin1995.(V.G.VazeKelkar’sTrustCollege,Mulund(East),Mumbai)

**AdditionalQualification** :DiplomainSystemAdministrationfromAptech(Thane,Maharashtra)in1995.

**Personnel Details:**

**Age & DOB** : 46 years, 17th Oct 1972.

**Nationality** : Indian

**Driving License** : 4 wheeler manual driving license of Saudi & India.

**Languages Known**  : English, Hindi, Malayalam, Marathi & little Arabic.