

Mansoor

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# OBJECTIVE

##### Dynamic and result-oriented Global Supply Chain professional with more than 13 years’ experience in Supply Chain Management with diverse background in commodities, excellent communication and interpersonal skills, persuasive ability, sound understanding of business concepts; a team player with the ability to proactively co-ordinate multiple functions to achieve goals and objectives; to be associated with a reputed firm, where I can utilize my knowledge and experience to meet the organizational goals and to achieve professional growth

##### KEY HIGHLIGHTS

* Over 17 years work experience in different areas, mainly Supply Chain (Sourcing / Procurement / Logistics / Negotiations / Vendor Management), Administration, Public Relation, Secretarial, Accounting and Auditing.
* Good team player, communication and presentation skills – worked in a multi-cultural environment.
* Valid USA multi-entry B1/B2 visa
* Considerable knowledge of the US Government procurement process in accordance with the Federal Acquisition Regulations (FAR) Comprehensive understanding & experience of purchasing strategies.
* Vast experience in dealing with global vendors – Specifically Middle East, Europe, Africa and USA.
* Ability to manage multiple priorities.
* Excellent analytical, critical thinking and strategic skills.

# EDUCATIONAL PROFILE

***Bachelor of Commerce (B.Com.)***

University of Calicut (1994 – 1997).

## COMPUTER KNOWLEDGE

Well versed with MS Office, Accounting Packages -Tally, Peachtree, Daceasy and Focus.

MS Dynamics (Solomon) – Purchasing Module (ERP)

Costpoint – Purchasing (ERP)

Maximo – Purchasing (Asset Management)

# EXPERIENCE PROFILE

***Oct. 2005 – Till Date: PAE Government Services Inc., Dubai, United Arab Emirates***

***Website:*** [***www.pae.com***](http://www.pae.com)

***Position: Procurement specialist***

PAE is a leading provider of enduring support for the essential missions of the U.S. government, its allied partners, international organizations such as United Nations and other foreign governments. With over 60 years of experience, PAE supports the execution of complex and critical missions by providing global logistics and stability operations, technical services and national security solutions to customers around the world. PAE’s Core competencies are Mission Readiness, Peacekeeping, Global Infrastructure Support and Disaster Relief activities. PAE has a global workforce of approximately 20,000 people, operates in more than 60 countries on all seven continents and is headquartered in Arlington, VA, USA.

PAE was a wholly-owned subsidiary of Lockheed Martin Corporation, USA during Oct 2006 to Mar 2011. On 1 Apr 2011 Lockheed divested PAE and currently it is owned by Platinum Equities.

**Procurement Delegation of Authority (DOA) to commit company funds: USD 100,000.00**

# Job Description

* Leads the procurement function and oversees all aspects of purchasing, negotiations, strategy, tool and process implementation for procurement related to goods and services Reviewing tenders and bids.
* Develops implements and maintains procurement policies and review on regular basis to ensure relevance and conformance with best practices and ensure compliance with internal company policies.
* Obtain price quotations from the approved local and international suppliers.
* Negotiate with suppliers to achieve the best total value procurement
* Conducts a comparative analysis on supplier prices, delivery and payment terms.
* Process Approved bid for Purchase Order and management approvals.
* Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
* Continuously monitoring, evaluating and improving supplier performance.
* Monitoring delivery times to ensure they are on time.
* Closely liaising with the clearing agents for the delivery arrangements from the suppliers
* Ensuring the adequate supply of all required materials, components and equipment.
* Managing the procurement supplier relationships for the company.
* Helping to source alternative items for buyers and customers.
* Developing sourcing strategies.
* Regularly contacting suppliers to renegotiate prices.
* Process supplier credit applications to obtain credit facility
* Follow up with supplier’s for all the necessary delivery documents
* Follow up with accounts for the supplier invoice and payments
* Resolving disputes and claims with vendors and suppliers.

***October 2004–September 2005: As Account Assistant with*** *M****/s. ASI Trading Co. (UAE)***

# Job Description

* + - * + In Charge of Clearing and Forwarding.
        + Handling Receivables, Payables and Petty Cash.
        + Preparation of Bills, Invoices and Monthly Statements.
        + Performance analysis and Reporting.
        + Inventory Control.
        + Query Handling and Resolution.

***December 2002–April 2004: As Accounts Officer with*** *Al Qathara Food Stuffs LLC (UAE)*

# Job Description.

* + - * + Handling of accounts up to finalization.
        + Responsible for Purchase and Petty Cash Handling.
        + Reconciliation of accounts.
        + Maintenance of Files and Records.
        + Preparation of Comparative Statements, Performance Analysis and Reporting.
        + Handling Queries Regarding the Invoice.

# PERSONAL PROFILE

Date of Birth : 16th February 1977

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi and Malayalam.