

**ANOOP**

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To gain long term employment with a company that puts value on people and the products / services they are promoting. Honest and ethical, I am looking to call this company my family.

* Aresult oriented professional with 14 years of UAE experience in the field of **Administration and Procurement, Logistics** within diversified industries.

***AREAS OF EXPERTISE***

Office Management

Report & Document Preparation

Teambuilding & Supervision

Logistics and supply chain

Administration

Analytical and Interpersonal Skills

Procurement, Vendor Relations

MIS Analysis

* An adaptable, self-directed professional who successfully communicates at all levels
* Solid reputation for strong work ethic and managing trusting relationships with public, vendors and colleagues
* Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response

***CAREER HIGHLIGHTS***

**Since March 2016 –Present LP FLEX BASE INDUSTRY**

***Assistant Manager – Procurement & Operations***

* Use ERP systems to process orders from Order Entry through invoicing
* Independently review, interpret, and understand commercial / sales order information.
* Booking all COGS & preparation of customer invoices in coordination with Service Operations and Finance
* Identify new vendors for new and alternative material and negotiate with them relating to price and credit terms
* Monitor cost and margin throughout order processing and invoicing timeline
* Assist with processing and follow up of payment, monitor customer credit limits in coordination with Finance
* Arranging insurance for export and import shipments
* Prioritize order security , accuracy , and on time pickup and delivery
* Coordinate with Internal and External sales team as well as Service Operations on order handling related queries
* Solve problems; provide reliable/dependable information to other departments to assist them in supporting customer
* Register and manage customer claims from start to finish.

**Since Sep 2004– Feb 2016 Al Reyami Group, Dubai, UAE**

***Supply Chain & Logistics officer***

Providing Executive support to the Group Director, who is responsible for the Procurement & Administration and overseeing the Procurement, department of the entire Group. Responsible for professional smooth running of all day to day activities and provide excellent organizational skills in order to ensure organizational effectiveness and efficiency.

* Liaison between Group Company divisional heads, senior management, employees and vendors. Ensure proper lines of communication critical in addressing the myriad of issues that require attention
* Keep management informed by reviewing and analyzing special reports; summarizing information and identifying trends
* Deals with both local and import suppliers/ shipping agents for prompt and time to time delivery of orders on time
* Co-ordinate with Procurement, Administration, Logistics, department of 27 companies of the Group.
* Preparing and drafting Import Orders / Import LPO / official correspondences as and when directed by Director/Managing Director
* Create and maintain the database keeping a detailed record of information of the Suppliers.
* Work closely with corporate Executives and Senior Managers, leverage Executive level relationships to develop targeted sales strategies that convey a customized approach to all business pursuits
* Deals with all Import and Export Logistics Operation for both stock and B2B orders

**Nov2003–Aug 2014: Emirates General Trading & Contracting - Fujairah**

***Purchase / HR &Administrative Officer***

* Overseeing entire Purchase HR & Administration department.
* To outsource the best available Vendor in market and take care of day to day procurement activities
* coordinating with Public Relation department for processing of new visa / labor card , visa renewals , arrange medical checkup
* Update and maintain employee records.
* Prepare monthly reports on employee movement/headcount, employee punctuality and absenteeism.
* Coordinate flight booking, accommodation arrangements for employees
* Verify / update employees’ monthly expenses claims & follow up on approval.
* To monitor and update staff insurance of renewal and claim.

***ABILITIES AND TALENTS***

* Self Driven
* Time management
* Result Oriented
* Organizational& Coordination Skills
* Team Player

***ACADEMIA QUALIFICATION***

Certified International Supply Chain Professional (2013)

**(**Blue Ocean Acadamy – Dubai)

Microsoft Certified Professional (2000)

Diploma in Electronics & Communication Engg (1999)

(CIT – Karnataka, India )

***IT SKILLS***

Oracle, MS Word, MS Excel, MS PowerPoint,Outlook

***PERSONAL Details***

* Date of Birth : 19th Feb 1978
* Nationality : Indian
* Marital Status : Married
* Languages Known : English, Hindi, and Malayalam
* Visa Status : Residence Visa – Transferable