***LUDMIL***

**E-Mail:** ludmil.48168@2freemail.com

**Aspiring for Senior Management positions in Procurement / Operations with a reputed organisation.**

**EXECUTIVE DIGEST**

**FUNCTIONAL SKILL SET**

* **Procurement**
* **Vendor Management**
* **Tendering**
* **Planning & Forecasting**
* **Inventory Management**
* **Logistics**
* **Documentation**
* **Client Relationship**
* An erudite leader with over 17 years’ Gulf experience in the areas of Procurement, Supply Chain Management, Logistics, Planning & Forecast, Inventory Management, Documentation, Client Relationship and Administration.
* Results driven Procurement professional, well versed with UAE customs and ports rules and regulations.
* Proficient in managing logistics import & export including documentation in a computerized environment and liaison with clients, vendors and government authorities
* Highly motivated and dedicated team player with excellent analytical, problem solving, negotiation, coordination, communication, interpersonal, management, organizational and IT skills.
* An effective communicator with honed relationship management, personnel management, analytical, planning and coordination skills. Capacity to work under pressure situations and beat deadlines, and managing a profit centre with ease and efficiency.
* Experience of working under cross-cultural and multi-lingual environments.

**NOTABLE MILESTONES**

* **Received Appreciation Letter from Doka Gulf FZE as Outstanding Individual for extraordinary contribution towards the goal of Procurement Department 2012 – 2013 by Doka Gulf FZE.**
* **Received Loyalty & Commitment Certificate from Doka Gulf FZE – June 2014.**
* **Was Promoted to Sr. Procurement Officer – Jan 2014.**
* **Was Promoted as Team Leader Procurement UAE – 2017.**
* Utilized the excellent knowledge of ERP Package in designing creatively Logistics Flow Chart, which facilitated the proper workflow in Logistics department.
* Gained a progressive exposure in handling procurement and administration related jobs.

**ORGANISATIONAL EXPERIENCE**

**Jan 2017 to Nov 2017 Team Leader Procurement – UAE Doka Gulf FZE, Dubai, UAE**

**Jan 2014–Dec 2016 Senior Procurement Officer - Dubai Doka Gulf FZE, Dubai, UAE**

**June 2011–Jan 2014 Procurement Officer - Dubai Doka Gulf FZE, Dubai, UAE**

***Engineering, Warehouse, Marketing Department :***

* After receipt of Engineering drawings, reviewing it & crossing checking it to ascertain third party inspection, if standard material can be used to minimize fabrication cost & handing over accessories.
* Determining the Fabricators.
* Developing New Fabricators.
* Handling sourcing through identification of cost effective suppliers for procurement with an aim of improving quality and reliability.
* Negotiation of prices, contracts for Company consumables & services.
* Analysing / identifying vendors based on various material requirements / material categories.
* Introduce at least two vendors for each product / material category.
* Rate contracts for regular material procured.
* New vendor sourcing / Regular Supplier visit & Inspection.
* Local order processing.
* **Co-ordinate with Engineering department / Quality Control / Warehouse / Ready-to-Use / On-Site Assembly & Marketing Department for day-to-day material requirements**.
* Independently handling Gulf Region local material procurement for all departments except Administration.
* Co-ordinate with Supplier for on-time delivery to Warehouse & directly to job sites.
* Handling all Regional (R5) & India Special Parts procurement orders.
* Arrange on-time despatch of Special Parts to Regions & India as per order.
* Understand / analyse the Engineering drawings received for special parts.
* Work in close co-ordination with Quality Control for all special parts & vendor approval.
* Work in close co-ordination with Marketing Department to develop / source new vendors for marketing related items.
* Arrange Management approval for all locally developed marketing / Steel Fabricated items which can’t be supplied on time by HQ that are urgently required.
* DISCOS2 – Responsible for Vendor Creation / Order Processing / Sales Order.
* DISCOS2 – Responsible for creating country specific article numbers along with creation of Sales Price for the respective article number.
* DISCOS2 – Responsible for entries of all out-going Reconditioning / Repair / Conversion materials to the supplier.
* DISCOS2 – Responsible for entries of all in-coming Reconditioning / Repair / Conversion materials from the supplier.
* DISCOS2 – Checking all stock negatives during month end closing and closing monthly stocks.

**Sept 2009–Feb 2011 Buyer-Dubai Metro (Temporary Contract) Serco Middle East, Dubai, UAE**

* Analyse requirements for existing stations and upcoming stations
* Ensure Procurement is undertaken as per RTA’s standards and Procedures
* Releasing LPO after receiving budget approval from RTA
* Coordinate with various departments and RTA for product approval
* Accept deliveries and review orders received for accuracy and condition of merchandise.
* Ensure competent quality execution of all purchase
* Prepare reports and summarize data including budget update to the RTA
* Maintain complete updated purchasing record and pricing.
* Prepare Procurement Recommendation report and forward the same to RTA for approval.
* Undertakings tendering for various jobs like Data Center, Fit Out work for Rashidiya Depot and Jebel Ali Depot.

**Aug 2008–Aug 2009 Customer Service Manager KGL Logistics Emirates LLC** **Dubai, UAE**

* Responsible for the supervision of Sales Team – (comprising of 4 Sales Personnel).
* Ensuring support to the sales team and ensuring targets are met.
* Negotiation with worldwide agents for freight rates / shipments etc.
* Negotiating Rates with Shipping Lines.
* Developing new clients.
* Attending Sales Call / Meeting new clients.
* Generated repeat business through successful client follow-up.
* Handling major client’s accounts.
* Weekly Sales Reports.
* Conducting weekly Sales meeting to review targets achieved and step to be taken to procure business.
* Identified and made recommendation for process improvements.
* Re-organized customer service to properly align with sales teams improving communication and reducing time sales spent on non-sales related administrative activities.
* Monitored the performance of personnel to ensure a productive work environment.
* Ensure workflow efficiencies, customer service excellence & quality assurance.
* Responsible for Sales team appraisal.

**Nov 2005-Jun 2008 Procurement Administrator German Gulf Enterprises Limited, Sharjah, UAE**

* Providing leadership and direction to various operational works including export/import documentation, order processing, follow-up, accounts opening and bank related affairs.
* Effectively managing all logistics functions such as transport, insurance claims, forecasting and providing maximum level of customer service / support.
* Dealing and negotiating with airlines, shipping lines and freight forwarders for obtaining quotation request; planning mode of shipments and selecting the right offer.
* Keeping constant eye on inquiries received from clients; developing quotations as per the request offering in bulk pricing; and further following up the clients regarding the same.
* Coordinating the purchase orders made to the supplier and ensuring confirmation of deliveries in accordance with the given specifications.
* Organizing documents for import / export shipments; assessing L/C documents and confirming acceptance of aforementioned.
* Liaising with Sales Department to keep them aware of the status of materials imported and used in various projects.
* Ensuring that consignments had been picked up and cleared on time without demurrage.
* Overseeing all export activities; handling insurance for sea freight and ascertaining that all shipments are carried out efficiently which meets / exceeds customer satisfaction.
* Authorize to implement prices on warranty claims.
* Supervising and modifying credit notes received against warranty claims; advising the department heads of non-receipt of credit notes.
* Generating monthly reports of spare parts, sea freight consignments and warranty claims.

**Dec 2003 -Oct 2005 Export Executive White House Perfume FZE,**

 **Sharjah, UAE**

* Directed the export activities (local & overseas) including documentation related works.
* Aggressively working on new product developments (Perfume Industry) & bill of materials from head office.
* Closely interacted with Shipping & Logistics Department for import consignments.
* Conducted ministry visits to obtain approvals on various documentations.
* Kept the consignee updated on their cargo and maintained record of export files.
* Developed checklist for incoming shipments & outgoing dispatches.
* Contoured economically the daily departments activities in liaison with department heads
* Addressed to all customer grievances and queries in a professional manner.
* Started as Executive Secretary to the Chief Executive with the duty of arranging travel itineraries & hotel bookings for same; then further promoted as Export Executive.

**May 2001-Oct 2003 Secretary to the Managing Director Emirates Techno Casting LLC, Sharjah, UAE**

* Solely responsible for all the administrative duties within Managing Director’s office.
* Coordinated transit visa & hotel booking for guests; including Marhaba reservations, commercial visa arrangements and space engagements with different airlines.
* Managed correspondence to customers for all 5 different departments.
* Attended to all corporate customer calls and answered their queries as per knowledge.
* Communicated with shipping company for arrival of shipments and further monitored clearing of goods from port. Determined as well as necessity for duty refund.
* Monitored online duty exemptions and coordinated the legalization of documents.
* Liaised with dispatch agents for commercial shipments that go through customs clearance.
* Organized export documentation for Ajman branch &Hamriyah Free Zone Plant.

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- |
| * **Bachelor of Commerce**, Mumbai University, India
* **Pursuing MBA Degree in Oil & Gas Management**
 | * **May 1996**
* **May 2016**
 |
| * Diploma in Computer Management & Certificates in Computer Application
 |
| * Diploma through Davar’s Secretarial College of Arts & Commerce
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**IT FORTE**

ERP Package (SCAMMS / DISCOS), Sun System (Citrix), Lotus Notes, MS Office, Internet and E-mail applications

**PERSONAL MINUTIAE**

Nationality : Indian

Date of Birth : 3rd February 1975

Driving Licence : UAE Light Vehicle

Languages : English, Hindi, Marathi, Konkani & Basic French

References : Available upon request.