**RIYADH**

**Dubai**

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**OBJECTIVE:**

# A results oriented, highly passionate Procurement professional with track record of significantly reducing costs and also improving company’s processes and Corporate Procurement programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from vendors. Always delivering results against strategic objectives whilst working within the organizations core values and beliefs.

# **PROFESSIONAL EXPERIENCES**

* Highly career oriented professional with 10 years of Procurement experience.
* Explicit knowledge of the GCC, European, US & Asian markets.
* Excellent Team Leader with multicultural experience aim to work under stress.
* Self-motivated, reliable and hardworking with good interpersonal skills.
* Excellent Negotiation, Communication, Organizational and Presentation skills.

**1. PROCUREMENT MANAGER**

**Bateel International LLC / Café Bateel – Dubai – October’2011 till Date**

Bateel is delicious world of deluxe chocolates, delectable dates, superb pastries and a vast selection of gourmet foods, and operates premium International Retail outlets and Fine Dine Cafes.

JOB PROFILE

1. Managingcompanies all contracts/agreements including IT requirements & SLA’s to achieve ‘best price/best quality’ purchasing.
2. Managing purchases from approved local and international vendors, while ensuring the minimum cost and on-time delivery.
3. Planning and develop budget plans of all requirements for the company and cash flow stream.
4. Monitoring and controlling the Procurement Dept. budget to keep in the budgetary level.
5. Managing vendor relationships and building effective supply chain partnerships.
6. Managing the planning dept. for forecasting and to execute the procurement process.
7. Coordinate with Logistics Team for the inbound logistics by consolidating the orders regionally.
8. Liaise with Warehouse Team for receiving of the goods as per the ordered quantity and quality as per the sample approved.
9. Coordinate with Inventory team to timely booking of the GRN and Purchase Invoices to the system.
10. Liaison with the concerned departments to maintain optimum inventory to save on cash flow and to avoid the excess stocks.
11. Instruct finance department for timely payment of Invoices and fund transfers to obtain the on time deliveries and to ensure hassle free operation.
12. Development of alternative sources for all requirementsto manage the critical situations and cost savings.

**2. PURCHASING EXECUTIVE**

**Health Factory / Epicure Catering LLC (Pragma Group) - Dubai (May’2010 – September 2011)**

Health Factory / Epicure Catering is specialized in preparation and delivery of finest qualityhealthy cuisines and appetizers to UAE local market and also focused on events and corporate catering.

# **JOB PROFILE**

1. Products and services sourcing from Local and International Markets , organizing samples and pricing negotiations
2. Reviews and approves purchase order placement of purchasing assistants and buyers for accuracy and optimum delivery and to confirm the prices and quantity ordered are as per the requests.
3. Liaise with Production Managers for material planning and new product development
4. Forecast the materialplanning and execute supply chain plans.
5. Co-ordinate with Finance for payment terms and Logistics for deliveries
6. Supervising, Monitoring and controlling stock and re-order levels in join hands with stores
7. Developing documentation in respect to the HACCP and ISO requirements also liaising with Auditors
8. Submission of various reports to the management in related with purchasing and stock levels.

**3. PURCHASING OFFICER**

**Advanced Baking Concept LLC (PROBAKE), Dubai (December 2006 – May 2010)**

Company excels in the production and sales of European Frozen Bakery products, Pastries, Ice Creams& Sandwiches supplying local market and export to GCC and other countries, having a chain of coffee shops and kiosks in UAE under its own brand“**Bread&Co”**.

# **JOB PROFILE**

1. Sourcing of Materials from the local and international Markets
2. Raw Materials Planning and Budgeting
3. Interact with Production Managers for raw material planning and new product development
4. Co-ordinate with Finance for payment terms and Logistics for deliveries
5. Ensure accurate and timely delivery of ordered materials and monitoring re order levels.
6. Documentation with respect to the HACCP and ISO requirements& submission of reports to the management.

**ACHIVEMENTS**

* Proven track record of savings for the organizations by developing and implementing supplier negotiated contacts with Staircase Annual Rebate System.
* Restructured existing payment terms to the suppliers to an extended terms which give savings to the Finance to take the advantage with more working capital.
* Designed and implemented shipping track report which shows all pending and transit orders along with ETA /ETD and the payments status which helps to observe the status of the upcoming shipments.
* Swopped many goods especially packaging to local suppliers from international and get it delivered based on required schedules which proves savings on fund and warehouse space and overheads.
* Stream lined the procurement procedures for IT & SLA’s &created proper data base with alternative products/suppliers which helps to avoid the hazardous situations and for smooth operation.

**EDUCATIONAL QUALIFICATIONS:**

Bachelor Degree in Commerce from Calicut University (India) in the year 2000

**CERTIFICATIONS:**

CPP – Certified Purchasing Professional from American Purchasing Society

CPPM – Certified Purchasing Professional Manager from American Purchasing Society

# **COMPUTER SKILLS:**

MS Excel/Word/Power Point

Tally/Peachtree

Knowledge and work experience in ERP Software:

Microsoft Dynamics Navision

Global Bake

**PERSONAL PROFILE:**

Date of Birth : 27-11-1979

Nationality : Indian

Visa Status : Resident Visa

Marital Status : Married

Languages known : English, Hindi and Malayalam