**PRAMOD**

[**PRAMOD.135879@2freemail.com**](mailto:PRAMOD.135879@2freemail.com)

**Career Summary**

* More than 7 years of experience in various facets of procuring food and non food items from local markets of UAE.
* Experienced with inviting and awarding tenders as per the present company requirements.
* Expertise in developing local vendors, reducing the cost of procurement as per the company requirements.
* Successfully attended company training programs like personality developments, management skills and PD courses etc….
* Expertise in purchase department daily operations (LPO process, follow-up, delivery schedules, logistics etc…)
* Expertise and full time involvement of new ERP system development in current company, which includes from the scratch level to live product.

**Key Skills**

**For Purchase management**

* Setting up the daily, weekly, monthly, quarterly procurement plan.
* Arranging alternative local sources for on times of emergency/out of stock condition.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Liaison with the location officials to maintain optimum inventory.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause financial losses and bad client impact.
* Liaison with finance department for timely payment of bills.
* Good team player and team leader too.

**For Vendor Development**

* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Effective management of vendor database.
* ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
* Development of new vendors.
* Timely clearance of payments & handling vendor inquiries as per the company ethics.

**For Stores Management**

* Maintaining the stock of items without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.
* Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.
* Ensuring the FIFO & FEFO system in the warehouse.
* Ensuring the safety and security of the team members.

**Achievements**

* Savings for every tender as per the company requirement by inviting and choosing qualified venders on tender.
* Good and sincere relation with vendors and the team members.

**Employers**

* Working as Acting Purchase Officer for Global Emirates Services Co. from November 2010 to present.
* Worked as data entry operator for Macmillan India Limited – Ad Studio , Bangalore, India (2007-2009)
* 15 months experience as operation supervisor in Al Abbar Glass & Trading co., Dubai, UAE (2005-2006).
* Stark World Publishing Ltd., Bangalore, as Asst. Manager (Photo Coordinator) in Photographic Department. It was a destination-publishing company.(2009-2010)

**Educational & Technical Qualifications**

* Secondary School Leaving Certificate
* UAE Driving License
* Desktop Publishing Exam
* CIPS

**Computer Knowledge**

Basic knowledge about all the software which required for administration work, quick leaner of all application and operating systems.

**WELL VERSED IN;**

* Windows and Mac operating systems
* Basic knowledge of hardware & networking
* Experienced in Typewriting
* MS Office
* Adobe Acrobat etc…