**Afroz**

Email ID: afroz.205736@2freemail.com

Nationality: Indian

DOB: 28th September, 1986

Visa Status: Employment

**PERSONAL SUMMARY**

A highly motivated and ambitious Procurement Executive with more than three years of experience.

Possessing excellent management skills and having the ability to work with minimum supervision.

Having a proven ability to lead by example, consistently hit targets, improves best practices and organizes time efficiently.

Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

**EMPLOYMENT HISTORY**

 **IFFCO Group (UAE) April 2014 to till date**

**Designation: Procurement Administrator**

**Procurement**

- Benchmark, source, negotiate and build business relationship with company’s suppliers that ensure

excellent level of service considering cost saving principles.

- Place orders of RM & PM as per approved departmental purchase order requisitions through Oracle.

- Follow purchase orders till receipt of shipping documents to ensure timely shipment.

- Following up for import orders clearance from Local municipality in order to ensure receipt of material as per the need by date.

- Tracking the materials and rescheduling it as per the change in demand and supply.

- Replenishment of stocks from local suppliers as per the safety stock quantity.

- Rising alerts on weekly basis for any delay / deviation in supplies.

- Manage and develop report to ensure all local & overseas purchases are completed accurately and in timely manner, real time updating of tracking reports.

- Decision making for urgent requirements by sourcing alternate supplier or quickest availability of material by changing mode of shipment.

- Monitor and analyze suppliers’ performance based on supply quantity, quality and shipping times on quarterly basis.

- Coordinating with planning team for rolling forecast and sharing it with suppliers to ensure timely material availability.

- Communicate with Finance Department to ensure timely payment to suppliers.

- Annually update approved supplier list including prices and items purchased, lead times and payment terms.

- Identifying areas for cost saving by reducing current purchase price from existing supplier, sourcing new supplier with better quote.

- Identifying potential suppliers and building and maintaining good relationship with them.

- Supplier Evaluation and Onsite Audit and maintaining record of the same.

- Developing reports and presentations on procurement and usage of material for top management.

- Handling NPD (New product development) in coordination with R&D, Marketing and planning team.

- Ensuring timely availability of all required RM/PM for New Product Trials followed with first

Commercial Run.

- Training new team members in order to build a strong team.

**Customer Service**

- SPOC for Mondelez International business line till 2015.

- Sharing confirmed orders with planning to ensure timely availability of required stocks.

- Booking sales order in Oracle, invoicing and maintaining OTIF.

- Arranging loading of orders as per the shipping schedules of respective destinations.

- Providing required documents for preparing Export Documents as per UAE law and customer's requirement.

- Sharing Export document set with customers and dispatching originals of the same for timely shipment clearance at the port of discharge.

- Solving customer queries and handling complaints.

- Knowledge of managing returns and rejections professionally & promptly with customers.

- Maintaining customer-wise records of the orders and all related documents.

- Monitoring data management to keep accurate product, contract, pricing and invoicing information.

- Proven ability to ensure that products are delivered in a good state and on time.

- Having a passion for delivering excellent customer service in a cost effective way.

 **Ashoka Group (India) Sep’ 09 to April 13**

**Designation: Activity Coordinator & Administrator**

- Manage, coordinate and provide effective leadership.

- Keeping record of all the happenings, events, achievements and news of the organization.

- Handling promotional activities of the organization like newsletters, website updating and giving away news in the local newspapers.

 **Sahara Aamby Valley Ltd. (India) May 08 – May 09**

**Designation: Event Officer (Artist Management & Event Coordination)**

**ACHIEVEMENTS**

* Performance based Special Incentive given within 4 months of joining (IFFCO).
* Recognized and rewarded by CEO for consistent performance (IFFCO).
* Created Customer Service Manual under guidance of Supply Chain Manager (IFFCO).
* Recognized as ‘Best Performer of the Month’ twice during tenure with Ashoka Group.
* Developed a systematic and structured process of Activity / Event Organization in Ashoka Education Foundation.

**ACADEMIC QUALIFICATION**

M.B.A in Supply Chain – Jaipur National University, Dec.2017 (pursuing) D.D.G.M – Mumbai University, June 2006

**CERTIFICATION COURSES**

C.I.S.C.P - Certified International Supply Chain Professional from IPSCMI, USA P.G. Diploma in Event Management – EMDI, Mumbai, June 2008

**COMPUTER SKILLS** Oracle, Microsoft Office, Adobe Illustration Adobe Photoshop

**SKILLS**

* Order and Database Management
* Presentation skill
* Problem Resolution
* Teamwork
* Time Management
* Quick Learner
* Interpersonal & Communication Skill
* Team Building and Training

**LANGUAGES KNOWN**

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| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English | **Yes** | **Yes** | **Yes** |
| Hindi | **Yes** | **Yes** | **Yes** |
| Urdu | **No** | **No** | **Yes** |
| Marathi | **Yes** | **No** | **Yes** |
| Arabic | **Yes** | **No** | **No** |