|  |  |
| --- | --- |
| PRAVEEN MANI VEmail: Praveen.346497@2freemail.com | ***C:\Users\user\Downloads\23-02-2017-25 a.jpg*** |

 Profile

  Qualified and experienced   Store in charge cum Procurement assistant   with 04 years of proven work experience.    Expertise in stores, inventory controlling material administration, local purchasing and client relationship managing logistics operations in a computerized environment.

Personality

 A dedicated team leader who possess excellent management, problem solving, communication, organizing, people supervising and coordinating. Having a professional organized work approach with practical work experience, commitment and the capability to perform under work pressure.

 Achievements

 Insightful experience of 12 years (UAE) in logistics field.

Has been promoted consistently in work responsibilities on the basis of dedicated committed work   approach   and     performance demonstrated managed, supervising and led a team.

Employment Highlights:-

Oct 2011 to - Jan 2016

Position : Store in Charge cum Procurement Assistant

Firm : Al Furat Group of Co., UAQ, UAE.

July 2008 - Sept 2011

Position : Store supervisor

Firm : Gulf General Steel.llc, Shj, UAE. (Sister concern of Emirates Lube Oil .Co. Ltd).

Apr 2004 - June 2008

Position : Machine Operator

Firm : Emirates Lube Oil .Co. Ltd, Sharjah, UAE.

Career Progression

 STORE IN CHARGE CUM PROCUREMENT ASSISTANT

 Al Furat Refrigeration & thermal co. UAQ, UAE

Proven Job Role

Store in charge duties

* Handle overall stores activities at factory and Project Site of the company for cold room
* In charge for issue, receipts, documentation, warehousing, inventory, stocking and making computerized entries for the related items.
* Take stock on monthly basis and reconcile the same. Inform the office about new stock.
* Receive materials take care of demurrage’s, in transit damages and taking preventive measures for the safety of stocked goods.
* Handle all materials like Refrigeration Condensing & Evaporatoring Units, spare parts, plywood, chemical etc
* Ensure proper documentation and process discipline among team.
* Generate daily-monthly stock reports as requested by the management.

Procurement Duties

* **ordering / purchasing .Offering enquiry, collection of quotation, comparison statement preparation.**
* **Handling inquiries for Centralized Procurement (As per procurement Plan), taking quotations and discussing for better prices with Sr. Procurement Manager.**
* **Coordinate with finance dept. for payment issues and sending Purchase Orders on daily basis.**
* **Responsible for all expediting activities after PO placement, modifying and monitoring delivery schedules as per project requirements.**
* **Coordinating with supplier regarding the commercial & technical offers.**
* **Assigned from department side for tendering inquiry follow up with suppliers.**

Educational Qualification

Bachelor of Arts in Economics         : Calicut University Kerala (1998)

Computer Knowledge

Word, Excel, Inventory Control (ERP) .E mail Application and Tally

Personal Details

Nationality                        : Indian

Date of Birth           : 05 APRIL 1978

Marital Status      : Married

Visa Status             : Visit Visa

Available : Immediate

Place: Sharjah, U.A.E

Date: