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| **NAVED  PROCUREMENT & LOGISTICS EXECUTIVE**  Proven track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing performance in tight time scales and within budgets  Preferred Industry: Engineering – Mechanical / Fabrication Preferred Location: Middle East [naved.364766@2freemail.com](mailto:naved.364766@2freemail.com) | | |
| Certifications   * Pursuing Certification in Supply Chain Management (CPSM) * Auto-Cad and Basics      * Personal Details **Date of Birth:** 21st Dec 1985   **Languages Known:** English, Hindi, Urdu, Marathi  **Nationality:** Indian  **Passport Details:**  **Valid till:** 19/05/2025  **Marital Status:** Married  **No. of Dependents:** Two  **Driving License:** Valid GCC Licence | | Profile Summary |
| * **Proven track record of excellence** in with **more than 12 years** of experience in administering the entire **supply chain functions entailing Sourcing, Purchasing, logistic operations (inbound, warehousing, outbound) and customer service (order-to-invoice, customer relationship)** * Expertise in procurement management & vendor development activities **involving planning, techno-commercial negotiations, scheduling and procurement** of components & raw materials from various sources * Proficient in **supervising & controlling the logistics processes** & services at vendors end and providing valuable suggestions for efficiency enhancement * Efficient in supervising vendors, CFAs, freight forwarders with an aim of cost effective logistics while improving quality & reliability to achieve seamless and cost-effective movement of shipments for smooth & timely deliveries * Proficiency in ensuring optimum inventory levels to achieve maximum cost savings with minimum holding of stock while maintaining storage areas * Resourceful in driving **logistics operations** which encompasses new route identification and negotiating with **freight forwarders** for timely delivery of the materials required by the customers * **Achievement oriented professional** with excellent **people management, patience & training skills** and an capability to manage change with ease   Core Competencies   |  |  | | --- | --- | | Supply Chain Management | Materials Management | |  |  | | Logistics & TPL Management | Sourcing & Procurement | |  |  | | Order Processing | Warehouse Management | |  |  | | TPM, Deming and ISO Audit | Team Management & Leadership | |  |  | | HSE | Budgeting/ Costing | |  |  |   Career Timeline |
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| Organizational Experience | **Procurement Engineer**  **Coastal Qatar – Coastal Trading & Engineering Co. WLL, Doha, Qatar**  **Role:**   * Formulated and implemented the materials policies * Coordinated with customers regarding dispatches and supply chain management * Worked as the Team Leader for implementing JIT, DOL system to monitoring minimum inventory and smooth supplies of Materials * Led logistics operations involving coordination with freight forwarders, transporters, C&F agents and other external agencies to achieve seamless transport solutions * Directed inventory replenishment process, generating revenue, streamlining procedures and preparing SOP for smooth operations * Liaised with user and store staff to sort out inventory issues * Participated in identification of suppliers /contractors by researching product/service availability; ensuring the product/services as per contracts/purchase order * Procured & outsourced material, in accordance to project work, equipment and services, considering cost factor with respect to budget * Followed ISO procedure to procure the material by floating enquiries, receiving quotations, preparing comparisons, forwarding for review & approval and processing the order * Estimated and submitted the details to Marketing Dept. for the budget approval with the client cost * Coordinated with quality control department and project planning department for taking approval in case of material substitutions & for corrective action in case of compliance * Reviewed new products details from Vendor and evaluated its acceptance in coordination with Design, QA and users for necessary approval * Played a key role in:   + Arranging for sending & collection of material with logistics support & PRO in case of overseas material at ports terminals   + Advising & confirming for safety system followed by the supplier during delivery of material as per the HSE plan   + Maintaining data record / Preparing Management information system (MIS) report of purchasing activity as per the project, respective departments & suppliers * Maintained ISO documents such as vendor assessment by visiting the supplier facility with quality assurance department and updating approved vendor list * Assisted in New Vendor Registration and Development Activity by reviewing through QA Dept. for approval of vendor certification as per the Company requirement and Procedures * Involved in TPM, Deming and ISO audit activities | |
| **Aug’16- Till Date** |
| |  |  | | --- | --- | |  | **Sr. Procurement Officer**  **Towell Engineering Group - United Industrial Services Co. LLC, Sohar, Sultanate of Oman**  **Role:**   * Formulated and implemented the materials policies * Coordinated with customers regarding dispatches and supply chain management * Worked as the Team Leader for implementing JIT, DOL system to monitoring minimum inventory and smooth supplies of Materials * Led logistics operations involving coordination with freight forwarders, transporters, C&F agents and other external agencies to achieve seamless transport solutions * Directed inventory replenishment process, generating revenue, streamlining procedures and preparing SOP for smooth operations * Liaised with user and store staff to sort out inventory issues * Participated in identification of suppliers /contractors by researching product/service availability; ensuring the product/services as per contracts/purchase order * Procured & outsourced material, in accordance to project work, equipment and services, considering cost factor with respect to budget * Followed ISO procedure to procure the material by floating enquiries, receiving quotations, preparing comparisons, forwarding for review & approval and processing the order * Estimated and submitted the details to Marketing Dept. for the budget approval with the client cost   **Significant Accomplishments:**   * Coordinated with quality control department and project planning department for taking approval in case of material substitutions & for corrective action in case of compliance * Reviewed new products details from Vendor and evaluated its acceptance in coordination with Design, QA and users for necessary approval * Played a key role in:   + Arranging for sending & collection of material with logistics support & PRO in case of overseas material at ports terminals   + Advising & confirming for safety system followed by the supplier during delivery of material as per the HSE plan   + Maintaining data record / Preparing Management information system (MIS) report of purchasing activity as per the project, respective departments & suppliers * Maintained ISO documents such as vendor assessment by visiting the supplier facility with quality assurance department and updating approved vendor list * Assisted in New Vendor Registration and Development Activity by reviewing through QA Dept. for approval of vendor certification as per the Company requirement and Procedures * Involved in TPM, Deming and ISO audit activities | | **Jul’12 – Apr’16**  **Oct’10 – Jul’12** |   **Aug’05 – Apr’10** | **Sr. Procurement Officer**  **Towell Group - United Industrial Services Co. LLC, Sohar, Oman**  **Role:**   * Procuring & outsourcing material, in accordance to project work, equipment and services, considering cost factor with respect to budget * Preparing and compiling enquiries and Quotation related documents with legal and finance groups to ensure viability, legality, interpretation and ease of administration. * Preparing orders in accordance with incoterms & commercial payment terms after negotiations & techno commercial discussions with vendors * Reviewing & maintaining material specifications, drawings, method statements and other documents submitted by the Design before placing order * Provide technical support to Maintenance Planners and to act as the Operations Group focal point for mechanical related activities * Provide input on behalf of Operations for the development of the Company's long term, objectives, policies and procedures for the activities of procurement materials specifications and warehousing management * Contributes to technical evaluation for long term call off contracts leads to pro-actively arranging material & consumables to carry out smooth functioning, to reduce man-hour loss * Review new products details from Vendor and evaluate its acceptance in coordination with Design, QA and users for necessary approval * Advice and review material preservation, handling & protection during transportation, delivery and storage between Vendor, Stores and Shop floor * Attending weekly review meeting for material update, to ease the production activity and to achieve the project completion targets * Validates the development and implementation of all Vendors procedures for conformity with the Product * Monitors performance of suppliers for timely delivery of material with respect to provided delivery schedule * Assisting in Vendor Registration and Development Activity by reviewing through QA Dept. for approval of vendor certification as per the Company requirement and Procedures   **Junior Materials Executive** in Transformer Division for Fabrication Department at **Bharat Bijlee Ltd., Airoli, Navi-Mumbai, India**  **Significant Accomplishments:**   * Planned and scheduled to the workmen’s according to their skills in Fabrication department * Administered preparation of: * Tanks and its accessories in the department as per the actual requirement of material by user department or Production schedule * Production schedule for fabricated items to the vendor for direct dispatch * Delivery notes to assembly and tanking section while forwarding the material * Implemented design amendments on tanks, frames & its accessories in shop floor * Coordinated with design department in case of any discrepancies in drawing * Pro-actively arranged material to the workers to carry out smooth functioning * Expedited for direct manufacturing material with corresponding buyers. * Analyzed and assisted to the workmen to overcome the technical problems at work * Ensured the work and workmen activity is done properly * Maintained information regarding Work Order for easy access of material type required to tank and its accessories * Prepared design amendments report & vendor rework report carried out in shop floor * Manage activities to improve processes & system in order to maximize the effective use of labour, materials & capital resources   **Senior Engineer** in Machine Building Division for Vendoring Departmentat  **Mukand Ltd., Kalwe, Navi-Mumbai, India**  **Significant Accomplishments:**   * Techno-commercial discussions & negotiations with Vendors to close the deal * Purchase Order Placement for Standard and Non – Standard Items as per the requirement * Prepare production schedule for Vendors as per the delivery date provided by Marketing Department * Conducting an on-site inspection and check the quality of work, materials and equipment of the Vendors * Monitoring material sending and collection activity with supply reconciliation * Ensuring the works is executed in accordance with the drawings and technical specifications * Maintain records of all proceedings, correspondence and approvals from Design and Vendors | |
| Academic Details  Software Known | * **Bachelor of Technology in Mechanical Engineering in 2011** * **Diploma in Fabrication Technology & Erection Engineering in 2005** * **SAP, JD Edwards, Focus, MS Office** | |
| Skill Set | Communicator  Thinker  Planner  Collaborator  Change Agent | |
| Industrial Exposure | In-plant Trainee Engineer (2005) – Vendoring Department at Mukand Ltd., Navi Mumbai, for Six Month, India’s one of the major manufacturer of High Quality Steel, E.O.T Cranes, Level Luffing Cranes, Ladle and Transfer Car  Project Trainee (2004) in Geecy Engineers Ltd., Navi Mumbai, for six month, manufacturers of reactors, heat exchangers, vessels, storage tanks & so on  In-plant Trainee Engineer (2003) - Shopfloor at Mazagon Docks Ltd., Mumbai, for Six month, India’s Largest Naval Ship Building Company  Industrial Visit to Crompton Greaves Ltd., Mumbai, manufacturing plant of Transformers.  Industrial Visit to Maharashtra Wires Ltd., Mumbai, manufacturers of wire ropes used as Slings for lifting heavy weights | |