



CURRICULUM VITAE

CONTACT DETAILS

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Areas of Expertise

Sourcing products
Vendor management
Negotiating
Identifying suppliers
Deal making.
Supply chain
Proficiency in SAP MM, MS
OFFICE

Courses & Certificates

- Sourcing & Procurement in SAP – Materials Management.
- Appreciation Certificate for SAP Project implementation
- Appreciation Certificate for Strategy Planning Preparation
- Certified International Procurement Professional (CIPP)
- Certified Purchasing Professional Manager (CPPM)
- Contract & Commercial Management Practitioner

PERSONAL SUMMARY

A solution orientated **Professional in Procurement and Office management** with more than **32+ years of experience** and who can formulate and drive a consistent approach towards all sourcing, purchasing and tendering activities, so as to ensure value for money is maximized and cost savings generated.

Recognized as an outstanding team player with problem solving and communication skills. I would like to join a company that considers its people to be its most important asset.

WORK EXPERIENCE

Company name – GCC Interconnection Authority – Saudi Arabia

Senior Procurement Analyst

Period: May 2010 –July 2024

Responsible for dealing with anything relating to the ordering of materials, services and supplies for the company. **Perfect in SAP Material Management Module as End User**

Duties:

- ✓ Transaction Execution: Execute day-to-day transactions in SAP MM, including purchase requisitions, purchase orders, goods receipt, service entry sheet and invoice verification
- ✓ Ensure accurate and timely processing of materials management transactions
- ✓ Data Entry and Maintenance: Enter and maintain master data related to materials, vendors, and purchasing info records in the SAP system
- ✓ Monitor and Maintain Supplier relationships
- ✓ Organizing documents and paperwork and maintaining a filing system
- ✓ Regularly update and verify information to ensure data accuracy
- ✓ Reporting: Generate basic reports and queries in SAP MM to support materials management analysis
- ✓ Communicate with internal stakeholders to gather information and address queries
- ✓ Training and Development: Participate in SAP MM training programs to enhance knowledge and skills
- ✓ Stay updated on SAP MM best practices and functionalities
- ✓ Continuous Improvement: Provide input on process improvements and efficiency gains within the SAP MM module
- ✓ Collaborate with the SAP MM team to implement best practices

ADDITIONAL INFORMATION

During Implementation of SAP system, coordinated successfully with business owners by mapping business processes to requirements, documenting functional specifications, building solutions, and actively working with testing teams. Have good understanding of support methodology for Post Go live & Production Support date)

PROFESSIONAL

- *English (intermediate)*
- *Hindi (Intermediate)*

EDUCATION

- *B Com General*

PERSONAL INFORMATION

Married

Ethnicity: Indian

Date of Birth: 23-4-1969

Driving License: KSA

References: Can provide

Company name – Retailcorp – Dubai - UAE

Senior Procurement Controller

Period : June 2006 to July 2009

Duties:

- ✓ Develop sourcing solutions for new product introductions and plan/prioritize deliveries to suit improvement plans.
- ✓ Implement appropriate sourcing strategies to control the company's purchased material costs and to assure an adequate source of supply
- ✓ Investigates suppliers, interviews representatives, selects and recommends vendors to be placed on the approved vendor list.
- ✓ Controls & Process Purchasing orders in line with operational need and project budget
- ✓ Co-ordinates with the Finance Department to ensure timely and prompt payments to Suppliers.
- ✓ Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports.
- ✓ Participates in negotiations with suppliers for major purchases of goods and services. Analyzes the bids, if any, and recommends the best vendor to the Finance Manager.
- ✓ Prepares and recommends the purchasing operational budget and monitors and controls expenses accordingly and submit Reports as and when required.
- ✓ Evaluates the performance of suppliers and vendors to ensure compliance with specific Company standards and quality.
- ✓ Maintain, administer and monitor the budget allocation and generate periodic transaction and status reports in **Oracle Financials (ERP)**.

Company name – United Supplies – Dubai, UAE

Senior Procurement / Cost Estimator

Period: Oct 2000 to May 2006

Duties:

- ✓ Develop product strategies and manage the product life cycle.
- ✓ Ensure products like Duravit, Dorn Bracht revenue and profit margin targets are achieved.
- ✓ Develop benchmark against competitors' product offering to improve product features, pricing plan and business processes for new and/or existing services to ensure market competitiveness.
- ✓ Purchase and maintain centralized inventory for distribution to internal and external customers; maintain a variety of procurement documents; provide technical assistance and answer questions for purchasing activities
- ✓ Review and manage product terms and conditions.
- ✓ Provide business case analysis to support new products and customization of existing product to meet specific customer needs.

***Company name – Belhasa Constructions– Dubai,
Assistant Purchaser
Period : Dec 1998 to Sep 2000***

- ✓ Receives, analyzes and edits requisitions for the purchase of materials, supplies and equipment.
- ✓ Confers with department personnel concerning the availability, cost and use of commodities.
- ✓ Analyzes quotations and determines the most suitable vendors.
- ✓ Purchase and maintain centralized inventory for distribution to internal and external customers; maintain a variety of procurement documents; provide technical assistance and answer questions for purchasing activities
- ✓ Investigates and resolves complaints related to receipt of goods and performance of services at various sites.
- ✓ Assists senior staff on large purchasing projects.
- ✓ Uses computerized systems to process purchase order, research vendors and produce reports as required.

***Company name – Al Ansari Trading - OMAN
Purchase coordinator
Period : JUN 1992 to JUNE 1998***

Duties:

- ✓ Prepares, analyzes, and negotiates Requests for Proposals (RFP) with local suppliers for efficient delivery of products and services; tracks and develops reports to identify progress of cost saving initiatives and process efficiencies for the Company.
- ✓ Reviews and processes purchase requisitions, purchase order adjustments, and check-enclosed requisitions for Company purchases; develops and assists with implementation of processes for efficiency improvements; provides customer service and departmental support.
- ✓ Analyzes, identifies, and communicates information regarding purchase orders utilizing out-of-network vendors; identifies, researches, and resolves problems relating to purchasing issues.
- ✓ Verifies and inputs vendor data into system; develops reports to track vendors and category spending for the Company.