

AFSAR SHAIKH

Mobile# +916366219315 / 919353695747

Email: afsar_sha@outlook.com / shaikhafsarmas@gmail.com

Procurement /Purchase Officer

Looking for Challenging position in an organization that offers an opportunity for advancement of Professional Career and to grow with the company

CORE COMPETENCY

Over 14+ years' experience as a competent professional. Dedicated to meeting the highest ethical standards when working with clients. Strong analytical negotiation skills with excellent verbal and written communication skills. Work harmoniously in a team, taking responsibility and accepting challenges. Delegation skills, cool head under pressure, problem-solving skills, integrity, teamwork skills, determination to succeed, and result-oriented., Dedicated to adopting best practices and sharing experiences with colleagues. A proven ability to achieve goals.

WORK EXPERIENCE

Senior Purchase Executive

GAIAGEN TECHNOLOGIES Pvt Ltd., Bangalore, India - 2020 – Still

- Responsible for Sourcing, negotiation and purchasing materials National local / International level vendors.
 - In charge of daily operational purchasing needs such as planning, issuing and follow up on Purchase Order delivery and shipment schedules.
 - Processing Material Requisitions (MR's), Floated inquiries (RFQ), invite quotations. And maintained purchasing logs.
 - Negotiate with suppliers for the best price, delivery, terms of payment and purchase conditions.
 - Awarded purchase order to Local supplier, monitored the purchase orders deliveries.
 - Ensured that all purchase operations are performed in accordance with company policies and procedures. Follow-up on deliver schedules, payment delays, and invoice queries.
 - Liaise with finance Department for payment delays, and invoice queries.
 - Evaluate vendor's quotation to ensure that they are in line with the technical and specifications required for the project.
 - Analyzing all suppliers to select the most potential supplier to deliver high quality product at competitive prices & lead time to meet cost saving targets.
 - Negotiate contract terms of agreement and pricing, prepare Cost comparison of material pricing.
 - Generate Purchase Orders/Blanket/Contracts, and follow up for timely delivery of materials ordered.
 - Monitor inventory to ensure the flow of materials remains positive.
 - Create monthly performance reviews and reports focusing on overall sourcing requirements.
-

Buyer / Expediter

TECHNIP FMC, Luanda Angola - Nov'2015 -Jan'2020

- Responsible for project procurement activities reporting directly to Regional Procurement & Contract Manager.
- Developed and implemented procurement strategies to meet company objectives.
- Determined the best bid among potential suppliers based on prices, specifications, and delivery dates.
- Expedite all purchase orders and technical spec, drawing of projects assigned is acknowledge be the vendor/ manufacturer.
- Follow up with manufacturer for technical specs and shop drawings, check in any deviation in materials, with the required quality and in time.
- Ensured Vendor documents, issued for comments/acceptance, are returned in time to the Vendors with relevant comments.
- Monitored contractor performance, recommending contract modifications when necessary.

- Liaised with Engineers & Clients for technical clarifications from suppliers; arranged kick-off meetings, visiting manufacturers & suppliers visit, and monitored supplier's audits & pre-qualifications.
-

Senior Buyer

SAUDI WITHCON COMPANY LIMITED, Al Jubail Saudi Arabia - Mar'2009 – Jul'2015

- Managed overall direction, coordination, and evaluation of procurement activities in day-to-day smooth operation.
 - Source and evaluate potential suppliers, negotiate contracts, and manage vendor relationships.
 - Regulated & monitored project procurement for Piping & Fittings, Construction Material, Chemicals, Consumable, Reinforce Bar and Electrical Items,
 - Collaborate with internal stakeholders to understand their procurement needs and provide guidance and support.
 - Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
 - Prepared & submitted budgetary proposals for tendering & estimation team; liaised with Engineering Contractor for BOQ follow-ups, drawing corrections, package documents, reconciliation of material requisitions.
 - Coordinated extensively with various departments to grasp procurement requirements and engage with potential suppliers to ensure advantageous terms and quality consistency.
 - Participated in client's meeting along with Project, Operations, Planning and Procurement Team, and kept track of project procurement progress report
 - Formulated & maintained project approved vendor list; developed alternative suppliers for back-up & emergency
-

EDUCATION AND TRAINING

Bachelor of Science B.Sc

Bangalore University - 2006

Diploma In Sales Management & Marketing

The College of Professional Management UK - 2005

Diploma in Computer Application

National Institute of Computer Education –2001

Skill Highlights

Procurement Management, - Contracts Management, Vendor Management, Inventory Management, Supply Chain Management, Market Analysis, Material Expediting Management

COMPUTER PROFICIENCY

Windows Operating System: Windows 95, Windows 98, Windows 2000, Windows 2007, Windows Me/NT4, Windows XP/SP2

Microsoft Office Programs: MS-Excel, MSWord, MS PowerPoint, MS Outlook

Software Operating Systems: Sage /eAFP, JD Edwards XP, Tally 7.2 (Procurement/ Inventory)

PERSONAL DOSSIER

Born on 18th Sept' 1985, Married (3 Dependents), Pass port No: U4026568, 06/07/2030

speaking ENGLISH, ARABIC, URDU HINDI, KANNADA & TAMIL.

AFSAR SHAIKH