

AMIT KUMAR SINGH

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OBJECTIVES

To work with a professionally managed company with great learning atmosphere. Also seeking more responsibility than my current assignment, would gradually like to move into a people management role as well.

CAREER SUMMARY

- ✓ More than 15 years of experience in various facets of procuring materials from national and international markets, store, Dispatch & Logistics.
- ✓ Experienced with inviting and allotting tenders. Negotiating contracts.
- ✓ Expertise in developing local vendors, reducing the cost of procurement of material.
- ✓ Successfully implemented vendor development programmes including training for vendors.
- ✓ Experienced with implementing systems of inventory management avoiding overstocking or wastage.
- ✓ Day to day operation of the store, complete store operational requirements by scheduling and assigning workforce and following up on work result.
- ✓ Prepare annual budget base on MOQ, schedule expenditure, analyze variances, and initiate corrective action.
- ✓ Maintain inventory level by implementing purchasing plan and staying in contact with vendor and shipper.
- ✓ Strategically plan and manage logistics, warehouse, transportation and customer

service.

- ✓ Maintain metrics and analyze data to assess performance and implement improvements.
- ✓ Working knowledge of SAP & ERP.

EXPERIENCE

1. Manager Commercial | Scope – Purchase & Logistics.
Al Sharq Flexible Packaging Factories. (CPP & Converting),
 Riyadh - 11411, KSA.
 From December 2020 to till date.
2. Assistant Manager Supply Chain | Scope– Purchase & Store.
FLEXIBLE INDUSTRIAL PACKAGES CO (FIPCO). Muscat, Sultanate of
 Oman. October 2017 – December 2020.
3. Sr. Officer Store & Logistics | Scope – Store, Dispatch & Logistics.
MONTAGE ENTERPRISES PVT LTD. Jan 2016 – 21st October 2017. Malanpur
 (MP)
4. Executive MMG | Scope – Purchase & Logistic
INDIAN DAIRY MACHINERY COMPANY LTD. (IDMC Ltd).
 April 2012 – December 2015, (Anand, it's part of National Dairy Development Board)
5. Executive Stores | Scope – Store & Local purchase
PARRY ENTERPRISE LTD (TUFLEX DIV). July 2010 – March 2012, Bharuch.
 (Group of **Murugappa**)
6. Officer Stores | KRIS FLEXIPACKS PRIVATE LTD.
 March 2007 – June 2010 (Daman, U.T)
7. Trainee Dispatch | ALOK INDUSTRIES LIMITED
 September 2006 – Feb 2007. (Silvassa)

JOB RESPONSIBILITIES

➤ Purchase Work:

- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national and international market.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Purchasing machines with improved technology to increase production.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Inviting and allotting tenders.
- Liaison with the production department to maintain optimum inventory.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Liaison with finance department for timely payment of bills.
- Developing reports on procurement and usage of material for top management.

➤ Vendor Development:

- Effective management of vendor database.
- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Development of new vendors.
- Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments & handling vendor inquiries.
- Developing reports on various programmes run for vendor development for top management.

➤ Store Work:

- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing Standard Operating Procedures within the warehouse.
- Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores
- Production planning and efficiency monitoring and material arrangement
- Co- ordination with all department
- Receipt of all incoming materials.
- Ensure proper identification for all materials.
- Interact with QA for approval and arrange for storage depending upon the category of material.
- Material Issue to production depending upon their need.
- Ensure all relevant Receipts and Issues are posted in the SAP system and generation of report.
- Maintaining FIFO.
- Weekly and monthly review of Slow Moving & Non-moving material and its

disbursement.

- Conducting periodical Stock Count and reconciliation.
- Co-coordinating with other departments for smooth functioning.
- Handling of Claims like Rejections, Damages etc.
- Monthly Reports.

➤ **Logistics & Dispatch:**

- Dealing with Production and marketing Department and planning for everyday timely and smooth Dispatches.
- Dealing with Marketing Manager for schedule Dispatch. New Transporter Development, Dealing with Transporters, Taking Quotation and Freight fixation, and Contract agreement with Transporters, ensuring alternate Transporter means Total Logistic solution.

➤ **Computer Proficiency:**

- Fully proficient in Windows and MS Office, application such as Microsoft Word, Excel, Outlook express. Hands on experience of various Software. Like ERP & SAP. (SAP EHP-3 & EHP-7)
- Team leader for introducing ERP and Connectivity in the group. Responsible for total computerization of Store & Purchase package and their integration with HO and regional office.

➤ **Major Achievements:**

- Based on the periodical review Inventory reduces from 32 days to 21 days.
- So far successfully completed Internal and External Stock Audit without any major deviation.
- Stores Handling Wastage reduced from 3% to 1%

EDUCATION

Post Graduate Diploma in MATERIAL MANEGMENT

M.I.T, Pune. (Pursuing)

B.A

2006, Vidyasagar University, Paschim Medinipur, West-Bengal.

Diploma in Industries Safety

2008, National Institute of Labour Education & Management, Chennai

Intermediate

2003, Goaltore High School, Council of Higher Secondary Education, West-Bengal

Matriculation

2000, West-Bengal Board of Secondary Education.

[Diploma in Information Technology Application](#)

Youth Computer Training Center. (West-Bengal GOVT.)

LINGUISTIC ABILITY

English, Hindi, Bengali & Gujarati and Arabic speak little beat.

SALARY DRAWN : 2700 / - P.M (USD) BASIC

EXPECTED SALARY : 3200 / - P.M (USD) SAVING

PERSONAL DETAILS

- Date of Birth : 20th August 1984
- Nationality : Indian
- Religion : Hindu
- Gender : Male
- Marital Status : Married.
- Hobby : Music, Travel
- Permanent Address : Vill+P.O – Goaltore

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