

VINODKUMAR MUDALIYAR

PROCUREMENT & LOGISTICS OFFICER



VINODKUMAR MUDALIYAR

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 : v.mudaliyar258@gmail.com

 : Dubai, UAE

Personal info

DOB : 22nd May 1988

Marital Status : Married

Nationality : Indian

Passport # : T4363122

Expiry Date : 20th Nov 2030

Visa Status : Residence Visa

Expiry date : 21st April 2023

License : UAE Driving license.

Expiry Date : 13th Jan 2022

CAPABILITIES/SKILL

Professional Skills

Project Management
Forecasting Budget & Planning
Cost Saving initiative
Analytical Skill
Procedure Implementation
Bidding
Negotiation
Vendor Management

Personal Skills

Creative Spirit
Reliable and Professional
Organized
Time Management
Team Play
Fast Learner
Motivated & Adaptive
Socially Confident

PROFESSIONAL PROFILE

- Procurement & Logistic Professional with 11 years of experience in procurement, Budgeting, Negotiation, Purchase order releasing, custom procedure, shipment, & ledger analysis etc.
- Preparation of Procurement Budgets & Estimates for the new projects for the next financial year.
- Monitored supplier deliveries to ensure the goods to be reach in time were always available when needed.
- Developed long-term relationships with strategic suppliers and negotiated on annual contract.
- Responsibility of full computerized ERP & Oracle procurement
- Physical inspection of goods, quality of Job performed by shipper, Ensuring stock for minimum and maximum level of critical and fast moving items.
- Manage Vendor performance and provide timely Vendor feedback to vendor management (VM Team).
- Preparation of Letter of credit to supplier as payment term. Also review the incotem while moving the goods.

EDUCATION

- 2010-Bachelor of Commerce [Accounting & Finance] from SIES College Mumbai University.
- Certificate of C++ Programming language from NIIT Institute Mumbai.

LANGUAGE

- English
- Hindi
- Tamil
- Marathi
- Malayalam

COMPUTER PROFICIENCY

- MS Office
- SAP & JD
- Operating system

HOBBIES

- Travelling
- Hearing Music
- Playing & Watching Cricket

Date :

Place :

WORK EXPERIENCE

2013 – Present: Procurement & Logistic Officer

UPF International LLC [Almaya Group] Dubai, UAE

- Responsibility of full computerized ERP & Oracle procurement.
- Screening of requisition prior to forwarding for procurement.
- Search of New supplier and Product in local on international.
- Generate purchase order for supplies and all type of inventories and non- current assets.
- Generate purchase order for all types of Civil Jobs & Operational requirements
- Making comparative / Power point reports prior to each purchase & projects.
- Corresponding with the shipper/suppliers for registration, new enquiry and submission of Bids.
- Corresponding with the shipper/supplier/ vendors and contractors regarding sampling, deliveries, complaints and any other Queries.
- Corresponding with the shipping agent/freight forwarder and custom to move the goods from shipper warehouse to our warehouse.
- Budgeting and forecasting with periodical controls, variance analysis, and management & reporting and ensuring compliance.
- Cost saving initiative by controlling spend and building a culture of long term saving on procurement costs
- Maintain Records of purchase all types of supplies and jobs completed
- Analyzing vendor performance quarterly depends upon volume of purchase and cost.
- Responsible for handing purchase audit.
- Preparing monthly budget analyzed reports for the leadership teams

2010 –2013: Purchase Assistant

SABERO ORGANIC GUJARAT LTD Mumbai India

- Responsibility of full computerized ERP for purchase of raw material
- Generate purchase order for all types of raw material for factory production
- Making comparative of price with other vendor and place an order in given budget.
- Corresponding with the vendor & transporter to deliver the materials to factory for pipeline production.
- Preparation of LC for importer vendor & payment request to local supplier
- Manage all document related to purchase of raw material and report to supervisor.
- Responsible for handing paper work for ISO audit.

DECLARATION

I hereby declare that the information's furnished above is true to the best of my knowledge and belief.

Vinodkumar Mudaliyar