

TUFAIL AHMED ANSARI

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Carrier Objective

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; aiming for challenging assignments in Logistics Operations / Invoicing & Payments / Transportation Management with a leading organization of highly reputed.

Highly motivated and enterprising in computers. Able to use own initiative, working alone or as part of team under pressure to meet deadlines and objectives. Excellent communication and organization skills, a strong work ethic and determination to succeed. Enthusiastic learner, eager to meet new challenges.

Carrier Summary

A total of 23 years of work experience in the Store, Procurement and Sales Marketing Industry and multi cultural environment Demonstrated professionalism in Procurement, Logistics and Sales & Marketing and planning for different products and projects.

Academic Qualification

B.Com.

: Bachelors of Commerce
Degree from Vikram University
Ujjain Madhya Pradesh India

Computer Skills

1. Diploma in Adobe Photoshop from Net Unisys Dammam
2. Diploma in Auto CAD 2D from Net Unisys Dammam
3. Diploma in Office Management from Futech Computer Education Indore (India)
4. Hands on Experience
 - MS Word
 - MS Excel
 - MS Power Point
 - Ms Outlook Express
 - ERP
 - Internet

Professional Experience **Since 2010 till the dated**

: Currently working in Al-Kuhaimi Metal Industries Ltd. Saudi Arabia as procurement supervisor

Job Responsibilities:

- Receiving all materials from suppliers
- Maintain the material in ERP as per the purchase order
- Check models, quantity, and pricing prior to maintain in ERP system.
- Check all material, discrepancies, and damages.
- Sort material according to client order
- Store material in proper location to increase sales.
- Maintain stock levels by checking stock on hand against sales reports.
- Maintain stock report every week and provide to superior.
- Inventory items according to location and store policy
- Soliciting quotes from local and international suppliers.
- Negotiate contract pricing with suppliers.
- Heavy correspondence with international and local suppliers to ensure best pricing, quality and on time delivery.
- Ensure that orders are correctly entered in ERP system and that the ancillary information related to these orders is correct and accessible for reporting.
- Evaluate suppliers for delivery and quality standards.
- Maintain supplier database for suppliers and review Approved Supplier List on a routine basis.
- Maintain contracts, PO terms and conditions, consignment agreements, and ensure the documentation of, and compliance with, quality standards.
- Resolve issues associated with supplier performance and cost recovery for quality problems.
- Implement actions to best ensure that and uninterrupted continuity of supplies is maintained to support sales and operations.
- Assure acceptable quality and levels and continuity of supply.
- Raising Corrective actions for all non-conformances.
- Adhere to the Al Kuhaimi Metal Industries Ltd. Procurement Policy.
- Adhere to Safety procedure and policies in accordance with safety management system.
- Looking after logistics functions for inbound and outbound shipments.
- Maintain tracking sheet for all inbound and outbound shipments with status. and arrange the required SABER and attested shipping documents on time for custom clearance to avoid demurrage.
- Keeping the track for Import and export shipments.
- Processing of attested documents for export clearance of shipments.
- Record savings sheet for the freight charges due to negotiation with freight forwarders and due to consolidation of shipments.

- Handling warehouse management and Inventory control on a day-to-day basis using MS Excel.
- Organize transportation for incoming materials from Riyadh and Jeddah and follow up for delivering respective customers.
- Preparing the necessary documents in Excel and word (i.e., delivery note and Transfer order).
- Updating the material status in files.
- Coordinating with shipping & logistics Team for new shipments or orders placed by the customers.
- Monitoring available stock (Min / Max)

Overall Experience in Saudi Arabia:

Worked at Rashed Abdul Rehman Al-Rashed & Sons Dammam since 2002 till 2010 as a Sales & Marketing Coordinator & Office Secretary for Marketing & Contracts Departments

Experience in India:

Worked in GATI Cargo Management which is leading Cargo Service Company in India for more than 3 years

Personal Profile

Name	: Tufail Ahmed Ansari
Date of Birth	: 12-10-1972
Marital Status	: Married
Nationality	: Indian
Passport No.	: L- 9324422
Languages	: English, Arabic, Urdu, Hindi
Current Address	: P.O. Box: 545, Dammam 31421
Driving License	: Valid Saudi Driving License
Iqama	: Transferable