



## CARRIER FOCUS

Result oriented, Self- directed and motivated Procurement / Purchasing Supervisor with 12 years of solid management experience in purchasing complete range of Industrial Forklift Trucks. Strong communication skills to maintain and grow relationship internally and externally with customer base through pro-active cost-saving, multilayer and cross functional areas.

Now looking for a new and challenging position, one that will make best use of existing abilities and knowledge and also further my carrier and professional development.

## CONTACT

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# SYED KHURSHID AKHTAR

## PURCHASING SUPERVISOR

### EDUCATIONAL QUALIFICATION

<b>Bachelor of Law Degree Program</b>	<b>Deen Dayal Upadhaya University</b>	<b>Gorakhpur – UP, India</b>
<b>Bachelor of Arts Degree Program</b>	<b>Deen Dayal Upadhaya University</b>	<b>Gorakhpur – UP, India</b>
<b>Diploma in Sales &amp; Marketing</b>	<b>All India Institute of Management Studies</b>	<b>Chennai – India</b>
<b>Intermediate with Science</b>	<b>Islamia Inter College</b>	<b>Gorakhpur – UP, India</b>
<b>Matriculation with Science</b>	<b>Islamia Inter College</b>	<b>Gorakhpur – UP, India</b>

### PROFESSIONAL EXPERIENCE

**Job Title** : Purchasing Supervisor  
**Organization** : Arcoma Arabia Commercial Agency Company Ltd.  
**Job Duration** : 12+ Years – Feb. 1<sup>st</sup> 2010 till to date

#### Expertise in below fields :

**Procurement Executive / Procurement Supervisor / Purchasing Officer / Import Supervisor / Logistics / Sales Support Executive / Sales Support Coordinator.**

HANDLING EQUIPMENT DIVISION OF CROWN INDUSTRIAL ELECTRIC & DIESEL FORKLIFTS

#### **1<sup>st</sup> FEB 2010 – TILL PRESENT**

- Managing Products and Material purchases of Handling Equipment Division of Industrial Forklifts – Dealership of Crown brand Electric forklifts (Indoor/Outdoor Trucks) from United States & Germany.
- Building relationships with Suppliers and negotiating with them for the best prices, quantities, and delivery timescales and performance measurement.
- Responsible for Planning, Purchasing, and Sourcing parts, finished goods, raw materials.

## ACHIEVEMENT CERTIFICATES

1. The Practical Sales Training Program **2013** (Fit for Change) Compact Sales Skills (Module 1 - Sales Cycle & Module 2 - Customer Attitude)
2. Workshop Training Program **2016** – Managing the 3C's (Culture, Change & Communication) in Company's Development Mapping roadmap to success.
3. Fit for Change **2018** – International Sales Training – Fit for Change Module 5 "Advance Team Selling Skills"

## SUMMARY OF SKILLS

1. B2B (Business to business) / FRU Strategies (Field replacement unit)
2. Process Development
3. Excel, Microsoft tools
4. Supply Chain management
5. Global Sourcing
6. Reverse logistics
7. Territory Sales Experience.

## HOBBIES

1. Tourism – It included activities such as sightseeing and camping.
2. Listening Intellectual and Science based Lectures.
3. Cricket
4. Swimming.

- Able to assess suppliers and vendors to meet for business needs.
- Processing requisitions and updating management on the status of orders.
- Prepare and issue Purchase Orders and Agreements.
- Researching, selecting, and purchasing quality products and materials.
- Monitor supplier performance and resolve issues and concerns.
- Inspect and evaluate the quality of purchased items and resolve shortcomings.
- Analyze Industry and demand trends and support senior management with the development and implementation of sourcing strategies.
- Liaises with team on preparation of Procurement service level reports and feedback on improvement suggestions.
- Demonstrate team spirit and time management skills necessary to achieve company and department strategic and tactical goals.
- Negotiate Procurement Terms and Conditions, establish cooperation agreements with suppliers.
- Meet on a regular basis with Internal Customers to review Procurement Service Levels (PSL) and Quality.
- Ensure Compliance with processes – in line with the company policies.
- Troubleshoots processing issues with End User (eg. Change management, cost allocation).
- Run SQ reviews with end users on regular basis.
- Tracks Order Acknowledgement and delivery of purchase orders by suppliers when required.
- Adherence to the approved Supplier agreements / contracts.
- Ensure that Local Purchasing activities are conducted in accordance with Purchasing Procedures
- Ensure to prioritize and action all customer's requests and keep them updated with the status of their request.
- Provide Local Hands-on Supports in case of critical requests on spot purchases and emergency purchases of goods and services for the site.
- Ensure full compliance with HSE policies, in all aspects of the P&S activity.
- Follow up with Finance team to updates and maintains Open Purchase Orders until closed and paid.
- Lead finance and Logistics staff in resolving reception and invoice discrepancies when required.
- Arranging Transport of goods and Tracking Orders to ensure timely delivery.
- Supply chain support by working with Logistics, Warehousing and Shipping departments.
- Coordinating with Inventory team, management and stockrooms.

- Monitoring the stock quality and escalating any discrepancies to suppliers and management.
- Implement JIT delivery of materials to manufacturing and productive methods to achieve results. Use Lean principles to identify opportunities for improvement.
- Ability to work in high volume and time sensitive environment.
- Enhance Supplier relationships by developing and continually improving upon post-award supplier processes.
- Respect for the hierarchy of management by report the cases to your line manager as a first authorized person.
- Responsible for locally specific spot buys for orders within defined limits.
- Execute any additional assignment given to us by our manager.
- Excellent verbal and written English Communication Skills.
- Ability to communicate ideas effectively and professionally.
- Ability to work both independently and as a member of a team.
- Effective resolve supplier quality corrective actions.
- Manage sourcing of in country and out of country commodities.
- Responsible for exhibiting professional behavior with both internal and external business associates that reflects positively on the company and is consistent with the company's policies and practices. Proactively establishes effective relationships and supports other in achieving high performance.
- Coordinating and participating in monthly quality assurance and customer satisfaction meetings.
- Ensuring on-going plans are in effect with key suppliers to improve performance across Quality, Cost, Logistics, Development and Management (QCLDM).
- Meets with suppliers and business partners to review project performance, procure to pay (P2P) opportunities, and drive continuous improvement.
- Demonstrating proficiency in Microsoft Office & GP software.

## **Logistic - Import / Export Purchase Activities & SABER Certification:**

- Communicate & Prepare SABER (CoC) documentations with conformity bodies for Import shipments.
- Dealing with Conformity bodies to issue Saber Shipment Certificates for Import shipments arriving at Seaport / Airport to get the consignment out from the Port.
- Payments arrangements of European Conformity bodies.
- Coordinate with Logistics, to select the best quotes from the forwarders with lower rates carriers (20ft, 40ft & LCL) as well faster Air/Sea Shipping routes for US, EU countries & Far East.
- Administration of Import/Export process (document requirements & execution of import/export paper works).
- Responsible for collecting and preparing the necessary paperwork for various import and export activities.
- Ensure International Shipping Documents are completed correctly i.e. Certificate of Origin, Bill of Lading, Commercial Invoices, Shipment Certificate & Packing Lists.
- Familiar with international trade regulations / Inco-terms – EXW, FOB, FCA, CIF & CFR.
- Checking Customs broker's invoices & Custom Duties for accuracy.
- Preparing documents for ocean and air freights for customs clearance.
- Remarkable experience in import documents.
- Thorough knowledge of import/export procedures, terminology and documentation.
- Proficiency in SAP system, Word & Excel.
- Ensure international shipping documents, BLs are completed correctly.
- Extensive knowledge of shipping and receiving and compliance documents.
- Maintain strong lines of communication with both inter-departments and external vendors/clients.

## **Sales Support Executive/Sales Coordinator/ Executive Secretary :**

- As Sales Support Executive, I have many duties i.e. provide best assistance to the Sales Team to ensure customers' satisfaction with the sales department's performance.
- I am accomplishing complete support of administrative duties for the sales team, i.e. Scheduling appointments, answering customers' questions and informing customers of their order status.
- Reply all customers email inquiries promptly to resolve any complaint or issues while maintaining customer satisfaction.
- Support Sales staff by completing and processing orders and keeping senior staff informed of any issues with delivery.
- Ensure the sales team is on track to meet month-end goals and share innovative lead generating ideas.
- Provide all necessary data to senior management upon request and coordinate meetings between departments.
- Make travel arrangements for the sales team and the senior support staff when needed.