

ABDUL KHADAR

Dammam, Saudi Arabia
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- Level-headed professional having over 8+ years of captivating experience in Supply Chain Management, Sourcing & Procurement, Logistics, operational activities, and Inventory Management.
- Respectful Procurement executive with an understanding of supply and demand and a discerning eye for inventory level evaluation. Bilingual go-getter experienced in coordinating with vendors regarding logistics.
- Detail-oriented professional promoting expertise in supply chain planning. Confident Procurement executive knowledgeable in managing vendor relations, tracking products, and the methods needed to obtain the best pricing.

PROFESSIONAL EXPERIENCE

M/S. TELECTRON

Coordinator – Sales & Procurement

Abu Dhabi, UAE

FEB. 2015-Dec.22

- Managed entire sales and operational process of the ELV Department and solicited quotations, analyzed contract proposals.
- Accountable for register sales orders in Netsuite, Sending the order acknowledgment, Payment follow-up and arrange the collection for the same.
- Coordinated with estimation & sales team. Support showroom sales and handle showroom in case of absence of showroom in charge.
- Evaluated purchase requisitions and focal point for liaising with suppliers for analysis of procurement activities and delivering information.
- Authorized to create Purchase Orders.
- Negotiated with vendors to procure best prices and quickest service for equipment and supplies.
- Built relationship with vendors to negotiate ideal terms for purchases.
- Maintained accurate inventory control records.
- Developed productive relationships with key account holders.
- Worked closely with suppliers for necessary shipping documents and reviewed the documents to ensure the accuracy of the documents for shipping clearance.
- Monitored open purchase orders for on-time delivery and mitigated potential problems with suppliers and Logistics support for timely resolution.
- Makes sure warehouse capacity is kept at optimal levels.
- Responsible for making sure the supplies, stock materials, packages, products are processed through the warehouse system efficiently and safely.
- Coordinated movement and expedites the flow of goods from suppliers, in the warehouse and throughout the delivery to destination.
- Verifies accuracy incoming and outgoing shipments, in accordance with the terms and conditions of the purchase, INCOTERMS, regulations and client specific instructions.

- Tracked orders and notified customers of status or potential delays.
- Generated documentation and information required for customer shipments.
- Contacted customers to collect payments and verify or add to existing information, consistently providing timely, accurate, and customer-oriented service.
- Processed and handled supplier and customer complaints, answering questions, and providing alternative solutions.
- Informed customers by mail or telephone of order information such as unit prices, shipping dates and anticipated delays.
- Executed record filing system to improve document organization and management.
- Generated sales orders reports and project reports.
- Liaising with various internal stakeholders (Operation Manager, Project Manager, Estimation engineers, project engineer, warehouse, finance dept.) for smooth information flow and material arrangements.

Major Projects:

- ACWA power 200MIGD RO project, Taweela
- Al Mafraq Dialysis Center & Health point Hospital
- Shah Accommodation and Administration Complex (ADCO) with 24 Buildings
- Mirdif Hills Development
- ADDC Khalifa Branch & Control Center Buildings
- Corniche Tower – Abu Dhabi
- Rawdhat Building – Abu Dhabi
- Saadiyat Island Palace
- New Pumping Station Jabal Haffet
- Deira Waterfront
- Jannah Burj Al Sarab
- Lu’Luat Al Raha Courtyard Residence, 3 Buildings
- Highland Resort Villa

GE CAPITAL (SBI CARD)

Mangalore, India

Service Provider

SEP. 2013-NOV. 2014

- Served as Service Provider and achieved assigned sales targets to contribute to the sales volumes.
- Fostered customer relationships for business growth.
- Resolved the queries of customers related to credit cards.
- Provided professional and expert advice on products & services.
- Reported to Area Manager on a daily, weekly, and monthly basis.

EDUCATION & CERTIFICATIONS

Master of Business Administration – Gauhati University, Guwahati

Bangalore, India

- Specialization: Finance and Marketing

2011-2013

Bachelor of Business Management – Mangalore University

Mangalore, India

2008-2011

Certifications:

- CISCP – Certified International Supply Chain Professional **IPSCMI, USA | (03/2022 – 03/2027)**
- Purchasing Foundations – LinkedIn (06/2021)
- Sales Closing Strategies – LinkedIn (05/2021)
- Supply Chain & Operations Management – LinkedIn (05/2021)

SKILLS AND ACHIEVEMENTS

- **Technical Skills:** Net Suite (Oracle), Sage ERP & CRM
- **Key Skills:** Strategic Sourcing & Procurement Operations, Logistics Operations, Order Management, Contract Management, Vendor Management, Project Management, General Administration.
- Diploma in Certified Computer Accountant (Tally 9) from Computer Training Center (CCTC) - (2011)
- Diploma in Computer Application (DCA) from Manipal Institute of Computer Education (MICE) – (2006)
- **Achievements:** Acknowledged with Certificate of appreciation for the year 2018-19 in Telectron. (2019)

PERSONAL DETAILS

- Date of Birth : 30/05/1990
- Sex : Male
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Kannada, Hindi, Malayalam, Tulu
- Driving License : United Arab Emirates & India

REFERENCES: AVAILABLE UPON REQUEST

International Purchasing and Supply Chain Management Institute



Abdul Khadar

is hereby Certified as a

**Certified International Supply Chain Professional
(CISCP)**

As a purchasing and supply chain management professional, this includes the responsibility to maintain the highest ethical practice to favorably reflect upon the profession.

Given at Lewes, Delaware, the United States.

Certification ID: *CISCP2220337439*
Issue Date: *March 16, 2022*
Expiration Date: *March 16, 2027*



President, Certification Committee



تلكترون
telectron

CERTIFICATE OF EMPLOYMENT

This is to certify that



Mr. ABDUL KHADAR

Had been employed at TELETRON in the Position of

COORDINATOR – SALES AND PROCUREMENT (ELV),

From 01-Feb-2015 to 15-Dec-2022

This Certificate is being issued upon the request of the employee and bears no legal and/or binding obligation on the company.

Given this on 15th December 2022 with Ref. No. HR/REC/EC004/2022 at Abu Dhabi, U.A.E.



Karim Kobty

Director - Commercial & Administration


 United Arab Emirates دولة الامارات العربية المتحدة
 Driving License رخصة قيادة


 License No: **2448455**
 الاسم: **أبو خادير إسبدي بولامبادي**
 Name: **ABU KHADAR ISBUDU PERLAMPADY**
 Nationality: **INDIA**
 الجنسية: الهند
 Date of Birth: **30-05-1990**
 تاريخ الميلاد: 30-05-1990
 Issued Date: **28-04-2018**
 تاريخ الإصدار: 28-04-2018
 Expiry Date: **26-04-2025**
 تاريخ الانتهاء: 26-04-2025
 Place of Issue: **Abu Dhabi**
 جهة الإصدار: أبو ظبي

ADTR398E7
 Licensing Authority

Traffic Code No: **1170051956** الرقم المروري
 Personal Markings: **أشعار المرورية المرورية باليد اليمنى**

لون المركبة Automobile Color			لون المركبة Light Vehicle	

* This license valid only for UAE and not for other countries.
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