

RINAAZ MOHAMED

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**UNIQUELY WELL QUALIFIED FOR
POSITIONS REQUIRED AS PER
MENTIONED IN MY CV.**

FORMAL EDUCATION

- MBA-HR -(2nd YEAR ONGOING-UAE)
- B.A ECONOMICS - CALICUT UNIVERSITY
- SCHOOL - NIMS, DUBAI

KEY SKILLS

- PURCHASING
- PROCURING
- PRIORITIZE
- LOGISTICS
- NEGOTIATION
- IMPROVE SUPPLIER RELATIONSHIP
- DISCIPLINE
- DECISION MAKING
- WORKING IN GROUPS
- COMMUNICATION
- PRESENTATIONS

COMPUTER SKILLS

- MS OFFICE
- WMS
- CRM

LANGUAGE SKILLS

- ENGLISH
- HINDI
- MALAYALAM

PERSONAL DETAILS

- DOB: 16.08.1983
- MARITAL STATUS: MARRIED
- DRIVING LICENSE: UAE
- EMPLOYMENT VISA

PROFILE

An enthusiastic, dedicated, bright and talented graduate with a good background and excellent attitude to work, highly motivated, currently looking to join a commercially focused, forward-thinking company in the fm, fm, logistics, administration, customer service & other supply chain service sector.

OBJECTIVE

To be associated with a pioneering organization that gives me the opportunity to seek a stimulating career and to be part of a team that dynamically works towards steady growth.

SUMMARY OF QUALIFICATIONS

- Strong communication skills with people of all levels and roles
- Enthusiastic, creative, and willing to assume increased responsibility
- Unique ability to adapt quickly to challenges and changing environments
- Personable, articulate, and professional in both appearance and manners
- Strong consultative and presentation skills
- Experienced in balancing priorities for short-term and long-range goals

PROFESSIONAL EXPERIENCE

AMCO UAQ FZE(PRESENT)

We are a leading apparel manufacturing company and been exporting with known apparel brands to USA and Europe with sourcing raw material to finish goods. Whereas expertise in outerwear, sportswear, activewear and fleece wear for men's, women's and children in all size range with most intricate design and specifications.

LOGISTICS & PURCHASING/SOURCING – TEAM HEAD

- Planning/organizing for Air & Sea shipment documents for as per production shipment report(PSR)
- Coordinating, Preparing of shipment documents (exit/entry) of sourced items as per production shipment report(PSR)
- Checking and verifying of all documentation with BL
- Knowledge of applying COO, MOFA attestation
- Updating Import Schedule to Chairman
- Preparation of DO, Authorization Letter for Import
- Customs documentation for booking DHL, FEDEX
- Ensuring of HS Codes requirement with Customs
- Purchasing and sourcing of fabrics from local suppliers and abroad suppliers
- Knowledge of Container bookings through liners online portal
- Processing knowledge of co's FDM vendor portal

JGB - ME (MAY 2018 – SEP 2022)

As a leading global supply chain of various products, we have proud distinction of offering widest possible range of products related to fm, fm, hvac, oil & gas, hospital, university stores, parks, and other industrial sectors etc.

PURCHASING/SOURCING/LOGISTICS–TEAM LEADER

- Maintaining details of existing suppliers/vendors database, price, fees, exchange rates, adhoc enquiries, including master files and respective quotes
- Working on MRO inventory for off & onshore which includes steel products, tools, food & non food products, safety equipments, mep supplies etc

- Reviewing of PR, processing of PO's and allocating to suppliers/vendors
- Checking of DN and Invoices are processed on time and for account submission
- Ensuring of process focus in requirements and verifying of all store requisitions are signed and approved as per SOP
- Following of payments from customers and suppliers
- Reviewing and purchasing raw materials, steel products, tyres, batteries, oil & lubricants, marine products, forklifts, medical ppe kits/safety wears, generators, compressors, fixtures/furnitures, drilling equipments, power cables, hvac, etc
- Create purchase orders with agreed terms and condition, price and delivery dates
- Coordinating with Construction and Contracting suppliers for essential supplies
- Responsible and inspecting purchased assigned projects with certain durations
- Consolidate materials purchase orders (MSR) in order for cost/margin savings
- Purchasing of required products from international and local distributors/manufacturers directly/indirectly from Mena, KH, China, Vietnam Europe, Asia and other global regions
- Sourcing materials via online portals
- Maintain positive relationship with suppliers
- Securing 2-3 quotes from suppliers for negotiation scope
- Supervising and ensuring with staffs to take corrective actions
- Coordinated with suppliers to ensure that goods are delivered on-time
- Finalize purchase orders and deliveries
- Evaluate and monitor budgets to purchase decisive needs and notifying to GM
- Managing of accurate information in POS system in return and transfer products
- Ensuring of vendor pricing, service levels as per agreed vendors in transactions
- Create forecast of demand products to be prepared for upcoming requirements
- Negotiate pricing and contract details
- Interview/Collaborate with key suppliers to ensure clarity of the specifications to check prices
- Working to create and promote a safe working environment

EMIRATES LOGISTICS L.L.C - DXB (2013 APRIL - 2018 APRIL)

We are a pioneer in providing retail warehousing and contract logistics solution.

LOGISTICS COORDINATOR

- Coordinating with Adidas, Reebok, TaylorMade (Golf), Skecher brands (Inbound & Outbound Shipments)
- Advises employees on care and preservation of items received, stored and shipped
- Processing of PO's and follow warehouse deliveries with suppliers
- Reporting received damaged, shortages and discrepancy goods
- Utilize the staffs more efficiently to increase productivity and improved customer satisfaction
- Maintain distributors/stores information including contact names, ship to address and pricing
- Knowledge of WMS (Warehouse Management System)
- Tracking of status of required orders, container movements, LCL and FCL Handling
- Perform the documentation for all inbound shipments
- Managing and communicating with warehouse and transport supervisors
- Confirming of tagging and labelling, packing inspection with quality, safety and procedures
- Assist with loading of company products and unloading of incoming merchandise
- Inspecting and comparing of incoming shipments with PO to verify accuracy and resolving of any discrepancies, damages or shortages
- Booking GRN (Goods Report Note)
- Tracking of status of containers and trucks with transporters and provide solutions
- Ensuring of shipping documents from transporters (Invoice, PL, CoO)
- Approving time sheets for delivery
- Monitoring cargo movement through the tracking system
- Supervised material flow, storage and distribution
- Managing standard procedures (co's) regarding incoming material and accumulating storage facilities
- Planned, organized and monitored the receiving, storage and distribution of all items from the company supplier base
- Managing the whole distribution network and supply chain which includes stock delivery, stock management, control of stocks and stock flow etc

BENEDORM LOGISTICS - DXB (APRIL 2011 - APRIL 2013)

LOGISTICS COORDINATOR/OPERATIONS

- Approve booking of container and freight pick up,ensure coordination of shipments
- Handling of documentation
- Following up of arrival air and ocean cargo with respective Airlines, Liners or Freight forwarders and confirm the same to the clients
- Tracking of LCL and FCL Shipments
- Manage daily shipments to customer as per company's quality standard
- Negotiate with forwarder to the lowest pricing with comprehensive payment terms
- Provide logistic advice and resolve shipments problem promptly
- Taking responsibility of necessary shipments, booking of containers as per required loading time and location
- Updating the clients regarding the status of consignments from time to time
- Offering quotations and price negotiations
- Oversee and ensure for smooth relationship management with logistics, transportation and 3PL contractors

***READY TO JOIN IMMEDIATELY**