

## **ENAM AHMED**

**Mobile:9958250255,7982304953**

**E- Mail: Ahmed.Enaam@Gmail.com**

### **Job Objective**

---

**Seeking senior managerial assignments in Purchase Management/ Sourcing / Procurement / Vendor Management/Inventory Controller/Supply chain**

**~14 Years Above Of Rich & Extensive Experience In Material Management, Material Planning/Sourcing/Scheduling For All kind Of High Rise Quality Constructions, Interiors & Pre Engineering Building Structure Projects Like Industrial, Commercial, Residential, Warehousing, Institute & Interior Projects With Various Reputed Construction, Interiors & Metal Structure Companies Project Pan India.**

**~Coordinating With Various Projects Sites Managing Outbound Logistics For Dispatch Of Materials Transportation & Storage.**

**~A keen planner, strategist & implementer with demonstrated abilities in managing commercial operations inclusive of Sourcing; Order processing, Material Management and accelerating the business growth.**

**~Expertise in Vendor Development, Work Order Contracts, Materials Management, Maintenance, Supplier Quality Assurance, Logistics Operations & resourceful in managing, planning & maintaining inventories.**

**~Proficient at developing cost effective vendors for procuring materials, spares and consumables & experienced in efficient spare parts management and taking cost saving initiatives.**

**~Monitoring & Managing Inbound Delivery Of Construction & Interiors Raw Material Steel,cement, Chemicals, Machinery,Shuttering Scaffolding Indian/Imported,Marbles,Tiles, Timbers, Electricals,Fire & Safety Equipment,Paint,CP Fittings, Hardware And Finishing Item Etc.**

**~Developing Alternate Product Through Vendors & Appointing New Vendor as Part Of New Substitution,Cost Reduction Efforts.**

**~An effective communicator with excellent team leadership, relationship management skills & strong analytical, problem solving & organizational abilities.**

**~Planning Purchase Schedule For Timely Procurement Of Construction & Interiors Capital Equipment To Ensure Smooth Execution Project.**

**~Managing Site Operation And Close Tracking With Supply Chain Member For On Time Deliveries.**

**~Ability To Achieve Cost saving Through Effective Implementation Of Procurement Activities & Effective Handling Supply Chain Management.**

**~Developing Long-Term Partnership With Local & Domestic Suppliers,Managing Day To Day Supplier Performance To Ensure Meeting Of Service/Cost/Delivery & Quality Norms As per Requirements.**

- Akeen planner,strategist & implementer with demonstrated abilities inmanaging commercial operations inclusive of Sourcing; Order processing, Material Management and accelerating the business growth.

- ❑ Expertise in Vendor Development, Work Order Contracts, Materials Management, Maintenance, Supplier Quality Assurance, Logistics Operations & resourceful in managing, planning & maintaining inventories.
- ❑ Proficient at developing cost effective vendors for procuring materials, spares and consumables & experienced in efficient spare parts management and taking cost saving initiatives.
- ❑ An effective communicator with excellent team leadership, relationship management skills & strong analytical, problem solving & organization abilities.

## **Academic Credentials**

- ❖ **10Th From CBSEBoard.**
- ❖ **12Th From CBSEBoard.**
- ❖ **Graduate In B.A From University OfDelhi.**
- ❖ **Personal Computer Applications From IIT FMSFaridabad.**

## **Core Competencies**

### ***Supply Chain Management***

- ManagingDistributionnetwork/SupplyChainfordistributinggoodsfromwarehousetothsalesnetworks for achievement of targets within specified parameters.
- Co-ordinating with parallel manufacturing /processing units for stock transfer of raw material and WIP material, Factory Planning, Central RM/PM Planning, Oversee Purchase Dept. and follow-up.
- Implementing distribution plans based on demand forecasts to ensure availability of the entire range of products across the SKUs.
- Ensuring suppliers meet service, cost, delivery and quality expectations as well as provide outstanding value in product technology and supplier innovation.
- Classifying inventory in to obsolete,non-moving and slow-moving;working towards reducing gun used parts and spares through implementation of various Inventory control techniques.
- Budgeting and planning of funds for procurement and sourcing of material ensuring optimum utilization of materials thereby generating maximum cost savings.

### ***Sourcing/ Vendor Management***

- Steeringstrategicsthroughidentificationofcosteffectivevendors/suppliersforprocurementwith an aim of reducing cost while improving quality &reliability.
- Handling preparation of enquiry documents, order specifications, floating tenders, evaluating offers as well as negotiations with the vendors.
- Placing orders & contract agreements/ amendments & tracking project progress & preparing reports.
- Preparing commercial documents, price negotiations, work contracts of Indigenous & Imports in Project Buy with good knowledge of taxations.

### ***Logistics Operations***

- Appointing and negotiating with transporters, C&F agents, etc. to achieve seamless and cost-effective movement of consignment, ensuring timely deliveries.
- Taking adequate measures to monitor and analyze the performance of transporters pertaining to cost, quality and delivery norms.
- Forwarding Regional wise, party wise, product wise, monthly sales, YTD sales, shortfalls, pending orders for validation & inventory as on hand to have an action plan for liquidation.

### ***Cost Saving Initiatives/ MIS***

- Managing the implementation & function.
- Efficiently using inventory management system and procedure for effective stores management and inventory control for ensuring ready availability of materials to meet the production targets.

- Implementing inventory control measures to reduce obsolete stock keep tab on slow-moving items and achieve reduction in inventory management cost.
- Preparing MIS reports with a view to apprise top management of the routine trading activities viz, sales, distribution management, stock control, etc & transmitting them to the top management for facilitating the decision making process.

---

### **Organisational Experience**

Since **April 2010 to May 2013** with M/s **Eco Turnkey Solution Pvt Ltd** as **Manager (Procurement)**

- *Eco infra Projects Pvt Ltd is largest Pre Engineering Buildings industry in India founded by Mr pankaj Aggarwal with a group turnover of 80 Crore In india Largest Pre Engineering Buildings Industry.*

#### **Job Profile:**

- ✓ Heading Procurement, Stores, Metal Sheet Stock Yard & Logistics function for Material Dispatch Smoothly Handling 2 unit In Faridabad Ballabhgarh.
- ✓ Handling team of 15 individuals across 2 units spread over Purchase, Stores, logistic & MS Sheet And Consumables Material function.
- ✓ RM procurement, Packing material & Engineering spares procurement.
- ✓ Ensuring Max. consumption of recycled Ms Scrap, Ms Round Bar, management and Min. TOT distribution cycle
- ✓ Handling state excise relate issues and managing seamless and cost-effective daily dispatch operation
- ✓ Ensuring minimum FG breakages and accomplish targeted dispatch number for the month (No. of Cases)
- ✓ Involved in all supply chain activities vendor development, negotiation, placing purchase order smaterial follow- up & logistics operations

#### **Significant Achievements:**

- ✓ Heading 2nd Unit All Material Management and accountable for Max recycled Ms Sheet infusion in State
- ✓ Highest ever dispatch for both units of Faridabad till date 3000 Ton/Unit Fabrication Projects.
- ✓ Highest ever receipt of recycled Ms Sheet for both units in a single day - Ms Sheet 600 Ton For Faridabad.
- ✓ FG breakages reduced to 0.025 % lowest across all units in UB group till date.

---

Since **June 2013 to April 2018** with M/s **SPS Buildings Structure Pvt Ltd** as **Sr. Manager (Purchase & Logistics -SCM)**

- *An ISO 9001-2008 certified company producing and marketing Pre Engineering Buildings based Metal Fabrication emulsions for paints and coatings, adhesives and construction industry for various applications. Presently with a turnover of 150 crore Visen is leading manufacturer of Pre Engineering Buildings And Real Estate.*

#### **Job Profile:**

- ✓ Heading Procurement for Group and developing innovative supply chain solutions.
- ✓ RM procurement, Driving cost saving initiatives, Budgeting and planning of funds for procurement
- ✓ Monitoring cost of major RM in order to translate cost saving opportunity in procurement
- ✓ Imports In-Charge placing purchase orders with overseas supplier & carrying out regular import activities
- ✓ Coordinated with marketing Units for timely submission of forecasts, to be updated of Special Promotional events so as to generate accuracy in demand planning & ensuring excellence in Customer satisfaction.
- ✓ Involved in entire supply chain activities vendor development, negotiation, placing purchase orders material follow- up & logistics operations
- ✓ Ensuring supplier meets cost service delivery and quality expectation as well as provides out standing values in product technology and suppliers innovation

**Significant Achievements:**

- ✓ Establishment of inbound & Outbound logistics contracts for truck and tanker load to achieve seamless and cost-effective moment of consignment and reduce premium basic freight
- ✓ Reduced inventory level with 7 days inventory for local raw material and 1 months for import raw material
- ✓ Implementation of Purchase System and policy to adhere to TS & ISO Audit specification
- ✓ Presenting MIS report to update CMD on current matters and transmitting the same to top management to facilitate decision making process
- ✓ Vendor sourcing vendor development to achieve 5% target of RM Cost Saving ✓ coordinating with accounts Department For vendor payment.
- ✓ Good Hand Ms Word, Ms Excel, PowerPoint, vlookup & Email.
- ✓ Maintain All vendor Documents.
- ✓ Ensuring Quality Standard Of The Equipment, Item, Consumables, machine and Their parts metal sheet Ms pipe, Ms Angle, MS channel, Ms round Bar, Ms I-Beam quality and As Per standard Size.
- ✓ Monitoring And Inventory Proper Way To Control **With Team.**
- ✓ vendor management. ✓ Rate Negotiations.

---

Since May **2018** to **Till Date** with M/s Wow Construction & Interior Pvt Ltd **Purchase Manager / Sourcing Manager**

*Wow Congratulations is a marketing-Construction & Interior 65+ Running Projects In Delhi & Ncr 200+ Professional Employees. Finance & Regulatory operations in India.*

**Job Profile:**

- ✓ Coordinated with Marketing / Business 2nd Units in Kota Rajasthan for timely submission of Forecasts, to be updated of Special Promotional activities so as to generate accuracy in planning & ensuring high level of Customer service & satisfaction.
- ✓ Planning Purchase Schedule For Timely Procurement Of Construction & Interiors Capital Equipment To Ensure Smooth Execution Project.
- ✓ **Monitoring & Managing Inbound Delivery Of Construction & Interiors Raw Material Steel, cement,**
- ✓
- ✓ **Chemicals, Machinery, Shuttering Scaffolding Indian/Imported, Marbles, Tiles,**
- ✓
- ✓ **Timbers, Electricals, Fire & Safety Equipment, Paint, CP Fittings, Hardware And**
- ✓
- ✓ **Finishing Item Etc.**
- ✓ ,
- ✓ **Chemicals, Machinery, Shuttering Scaffolding Indian/Imported, Marbles, Tiles,**
- ✓
- ✓ **Timbers, Electricals, Fire & Safety Equipment, Paint, CP Fittings, Hardware And Finishing Item Etc**
- ✓ Involved in all supply chain activities vendor development, negotiation, placing purchase orders material follow-up & logistics operations
- ✓ Processing of Supplier bills & co-ordinating with finance for timely payment to supplier as per norms.
- ✓ Preparing MIS Reports.
- ✓ Developing Long-Term Partnership With Local & Domestic Suppliers, Managing Day To Day Supplier Performance To Ensure Meeting Of Service/Cost/Delivery & Quality Norms As per Requirements.
- ✓ Ensuring Quality Knowledge Of material Like PVC Material, upvc Material, sanitary, Upvc Drawer

Window,Door Upvc Fixed

Window Include aluminum, FRP,ACP And HPL Sheet,MDF Board,Partical Board.Electical,Painting & Hardware Material Good Experience I have.

- ✓ Procurement of promotional items & engineering spares for various branded.
- ✓ Meeting daily requirement of scientist & attending all urgencies to meet the project timelines.

**Significant Achievements:**

- ✓ Monitoring & Managing Inbound Delivery Of Construction & Interiors Raw Material Steel,cement, Chemicals,Machinery,ShutteringScaffoldingIndian/Imported,Marbles,Tiles, Timbers,Electricals,Fire&Safety Equipment,Paint,CP Fittings, Hardware And Finishing Item Etc.
- ✓ Executed annual stock takes in all depots & Implemented SOP to be followed to ensure zero stock discrepancy.
- ✓ inventory Management On SAP,Excel sheet & Physical weekly checking.
- ✓ Coordination With Project Manager And Site Supervisor For basic Material Requirements By Day To Day.
- ✓ PR To PO Process.
- ✓ Won four Excellence at Work awards for contribution in several areas of Purchase & Store operation.
- ✓ Regular Follow-up with the vendors to insure arrival of material JUST in Time.
- ✓ Processing of Purchase requisition items ands ending procurement status report and MIS report for all department.
- ✓ Expertise in Vendor Development, Work Order Contracts, Materials Management, Maintenance, Supplier Quality Assurance, Logistics Operations & resourceful in managing, planning & maintaining inventories.
- ✓ deal and negotiate with the contractor in the organization For Best Labour Rate & With Material Like carpaner,Tile layout,stone,paint-pop,Furniture,deep clening,& Electrical work With Labour Rate & With Material Negotiate Etc.

---

Address : House No-98 Block-P Near BN Public school faridabad HR

Contact Number : 9958250255

Dateof Birth : June 06'1992