Kumar Amratlal Anzar

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**Objective**

Highly motivated Purchase Executive seeking a challenging position commensurate with several years’ experience utilizing my strong communication and project management skills as well as my extensive experience in Customer Service, Sales, Purchase Local & International and Supply Chain Management (Procurement & Logistics, Shipping, Warehousing, Distribution and Plant & Transport Management).

**Professional Experience**

CURRENT EMPLOYMENT:

• Working as a Purchase coordinator in Lagoona Beach Luxury Resort & Spa

Bahrain

• Looking after & coordinating for purchase of the resort

• Daily contacts with various vendors obtain price quotes and perform

Negotiations

• Ensured that all purchases are in accordance with company policy &

Procedures

• Directly supported top management for several projects regarding purchase

Of materials

• Product introduction timelines are met

• Improvement on competitive edge by preparing cost comparison with

Vendors

• Maintain proper documentation of vendors

• Managing excellent relationship with all listed vendors

PREVIOUS EMPLOYMENT:

Manager: Logistics, Local & International Purchase, Warehouse & Inventory Controller, The National Trading House W.L.L., Kingdom of Bahrain Nov 2001 – October 2018

• Controlling all Local & International Purchase with 6-7 years of immense

Experience

• Collecting all the materials request from various sales department

• Selecting the right supplier for International & local purchase

• Sending confirmed order to various suppliers

• Upon receiving the pro-forma invoices verify with the material requests

• Checking on prices and discount slabs before confirmation

• Confirming order upon Management approvals

• Arrange shipment liaising with local freight forwarders

• Managing a workforce of 23 employees in coordination with line

Supervisors/managers.

• Managing records of all employees’ daily attendances.

• Monitoring the flow of goods and materials in and out of the warehouse.

• Keeping track and records of logistic fleets assigned for delivery.

• Responsible of fleets’ maintenance and breakdowns.

• Monitoring and managing stock control and ensuring smooth flow of goods

And materials.

• Forecast stock levels, delivery schedules, transportation costs and

Performance evaluation.

• Supporting the Sales dept. with introduction to new products in the

Market

• Responsible for monitoring and maintaining inventory levels.

• Preparing reports of damaged and shortage of goods.

• Maintaining standard levels of replenishment, ageing of goods.

• Storing accurately and labelling boxes, packages and all items in the store

And warehouse.

• Slotting boxes and packages in the allotted racks and shelves.

• Recording all the slots and levels in the system for easy tracing – supplier

Wise and item wise.

• Implementing the company’s policy and preparing reports for breakage and

loss of goods when necessary.

• Responsible for receiving and shipping goods after verifying

Suppliers invoice and packaging list and preparing GRN’s for maintaining

The records in the inventory system.

• Carrying out actual physical counts keeping in mind the company’s

standard procedures on a yearly basis.

• Planning on customer’s orders’ and lead times.

• Maintaining close coordination between all departments.

• Maintaining inventory control and stock verification.

• Preparation of reports as and when the management requires.

• Responsible for internal audit and stock management.

• Managing the everyday working of the warehouse.

• Responsible for control on re-order cycle.

**Education:**

• Diploma in Chartered Institute of Purchasing & Supplies Certificate Modules: Selecting the right Supplier, Effective negotiation in Purchasing & Supply, Managing Inventory, The Business Environment for Purchasing & Supply from Kingdom of Bahrain [2005].

• Central Board Secondary Certificate, The Indian School, Kingdom of

Bahrain [1979-1980].

• B.Com from K.C college of Arts, Science & Commerce India (1984)

**Highlights of Experience:**

• Proactive leader with Purchase of International & Local business. Facilitate

a team approach to achieve organizational objectives, increase productivity

and enhance employee morale.

• Quick study, with an ability to easily grasp and put into application new

ideas, concepts, methods and technologies. Dedicated, innovative and self-

motivated team player.

• Exceptional leadership, organizational, oral/written communication,

interpersonal, analytical, and problem resolution skills. Thrive in both

independent and collaborative work environments.

• Proficient in the use of various computer programs and applications

including Microsoft Office.

• Interpersonal skills coupled with an ability to implement simple solutions to

complex problems.

• In depth knowledge of logistical system planning.

• Up to date with all legislations regarding Customs rules, policies etc.

**Hobbies:**

• Sports, Dancing

• National ACC Certified Cricket Umpire

**Personal Details:**

Date of Birth: 16th November 1962

Nationality: Indian

Sex: Male

Marital Status: Married

Languages known: English, Arabic, Hindi, Gujarati

Driving license: Yes (since 1983)