

MOHAMMED IRFAN PASHA

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A multi-faceted professional accustomed with proven skills, targeting challenging opportunities as **Advisor** from SEARS INDIA PVT. LTD.

Location Preference: Hyderabad

CORE COMPETENCIES

Purchase Order Processing

Item Setup

Vendor Management

Stack Holder Management

Process Improvements

Reporting & Documentation

Knowledge Sharing

Training & Mentoring

Liaison & Coordination

PROFILE SUMMARY

- A performance driven professional; offering over 7 Plus years of rich experience in Procurement – Purchasing: Creating and Amending Purchase Orders, Setup of Items/products, and managing Vendors/Suppliers.
- Proven excellence in managing the Purchase Order Processing (I2K) in coordination with the Global vendors; creating POs for Bangladesh, India, Hong Kong & Egypt region.
- Effective in ensuring optimised purchase of all materials; analysed the requirements of projects and provided cost, labor, and time estimate. Being part with automation team and automated Purchase order creation through automation anywhere.
- Successfully preparing & issuing Purchase Orders (PO) in accordance with the selected vendors, price & technical specifications; ensured that all purchase operations were performed in accordance with company policies and procedures
- Items/Product setup in the system (IMA) for ordering
- Strong collaboration, interpersonal, communication skills with capability at grasping new concepts quickly & utilising the same in a productive manner
- Root Cause Analysis: Good at handling complex issues and doing root cause analysis in finding solutions.

ACADEMIC DETAILS

2016	M.Tech, Computer science from Shahjehan Junior college from JNTUH, Hyderabad; secured 66%
2014	B.Tech, Information Technology from Auroras Technological and Research Institute, from JNTUH, Hyderabad; secured 57.4%
2010	12 th from Narayana Junior College, Board of Intermediate Education, Hyderabad; secured 54.7%
2008	10 th from Jawahar Vidya Nilayam English High School, Board of Secondary Education, Hyderabad; secured 70%

ORGANISATIONAL EXPERIENCE

Sears IT Management, Hyderabad
Advisor

May'17 - June'23

Key Result Areas:

- Leading end-to-end activities of Import Purchase Order Process (PO)/PR/Supply Chain/Logistics/Inventory.
- Primary resource of the team for Vendor Item Build Spot Buy process.
- Responsible for creating Purchase Order of different request types like Apparels, Soft Lines, Hard Lines, Soft Homes, Hard Homes and Footwear.
- Amending, Re-ordering, and Cancelling of POs as per the Buyer's request.
- PO changes related to Ship Date, In-Store Date, Quantity, Unit Price, Currency, etc.
- Setup new Items in IMA through manual process as well as through templates (HLN, Vendor Item Build, and ELC files).
- Comes up with exper knowledge on below processes.
 - >Item Creation (VIB Spot Buy, HLN, ELC upload and manual creation)
 - >Item Changes
 - >Facility Updates
 - >Record Creation
 - >Order Placing
 - >PO Creation
 - >PO Amendments
 - >CORE
 - >Item Remediation

Big Basket, Hyderabad

I have 15 months of experience as a Picker and Stacker from bigbasket Pvt.Ltd. company.

Key Result Areas:

- Managing store inventory to ensure adequate inventory is available for customers.
- Checking of product quality and quantity received from warehouse
- Responsible in delivering products on time.
- Customer Relationship management
- Keeping the record of the inventory in the system.

IT SKILLS

Operating System: Windows XP, Vista, 7, 8, 8.1, 10 (All Desktop Versions)
Package: MS Office Suite (Word, PPT, Excel)

PERSONAL DETAILS

Date of Birth: 11th August 1991
Languages Known: English, Hindi and Telugu
Current Address: 12 – 11 – 940, Boudhanagar, Warasiguda, Secunderabad, 500061, Hyderabad, India