



ANSARI IMRAN MAJID

Mob: +91 9265313748

E-mail : Imranalamansari6888@gmail.com

Address: Bismillah Society behind Taluka Seva Sadan Dholka, Ahmedabad, Gujarat.

Senior Purchasing Officer with over 8 years' experience as a Procurement specialist serving in the construction industry as well as manufacturing industry. Possesses a Bachelor's degree in Computer's and Arts.

Education:-

B.C.A (Bachelor of Computer Applications)	Computers	Year 2006 – 2009
B.A.(Bachelor of Arts)	Arts	Year 2006 – 2009

Innovative and Resourceful Procurement Management Professional: Track record of delivering superior results by implementing strategic procurement, sourcing, cost reduction, supplier negotiation and relationship management programs that optimize the value from the supply chain.

PROFILE SUMMARY

- A result oriented professional with 8.5 years of experience in developing and maintaining sourcing vision, processes, and organization for selecting, managing, and developing the enterprise's strategic suppliers for Pharmaceutical industry.
- Executed unified processes and initiatives that improve cost, quality, delivery, and service criteria and foster long-term collaborative relationships with the vendors.
- Working knowledge of SAP – MM Module, Dialogys (Renault System) – Electronic Parts Catalog (EPC), Oracle 11i and BMC Remedy Systems.
- Expertise in implementing cost saving measures to achieve reduction or rejection of raw materials, negotiating with vendors; developed a cost saving tracker for the same.
- Honed with a cross cultural exposure with a merit of negotiating with suppliers across globe.
- Rationalizing the vendors providing services, including rate negotiations and managing the vendor & transportation registration after negotiation of rate as per the market.
- A competent professional with experience in Office Administration.
- Proficient in handling the activities in coordination with the internal / external departments for smooth business operations.
- Demonstrated skills in relationship management coupled with expertise in handling top & confidential correspondence with clients.
- Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in the organization for its benefit.
- Proven abilities in providing comprehensive support for executive-level staff including scheduling meetings and managing all essential tasks.
- Skills in maintaining records & writing the minutes of the meetings and corresponding with external & internal clients.
- An effective communicator with excellent interpersonal, analytical & relationship management skills.

CORE COMPETENCIES

- Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures.
- Working closely with the departments to achieve a harmonious working environment and greater operational efficiency.
- Directing the office correspondence, mail management & fixed assets management.
- Monitoring/coordinating activities as appropriate and preparing internal reports for management.
- Gathering / updating data to maintain departmental records & databases.
- Involved in preparing written documentation for the office and evaluating incoming & outgoing correspondence.

SKILL

Professional

- Accounting skills - finalization of accounts, preparation of balance sheet, profit & loss statement, allocation of cost, statutory audits, reconciliations, general ledger accounting, receivable & payables.
- Financial skills – financial analysis, asset management, cash flow, management reports, head office reporting, accruals and provisions.
- Well competent in preparing procedures and policies in accounting and finance related arena.
- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.

Computer

- Holder of Graduation Diploma in Computer Application (2009) with specialization in Computer applications
- Proficient with windows operating systems, MS office (word, excel, power point and outlook express) and internet utilities.

Interpersonal

- Analytical, adaptability, problem solving, decision making, delivering results, team collaboration, effective communication and presentation skills with proven track record of utilizing process-oriented approach towards the accomplishment of organizational objectives.

Achievements

- Developed and implemented financial controls for cash, bank, IOU, payables and procurement.
 - Operated as Company's key representative in preparing financial statement for every month and presenting it to the Management before deadlines.
 - Rooted from payable and reconciliation accountant to main accountant with Gulf Agency Company entrusting complete accounting control.
 - Provided training to new staff on financial software including other interdepartmental staff
 - Improved efficiency of software utilization from 61% to 96% as system owner.
 - As a system owner monitored area for development of financial software.
 - Achieved departmental KPI's by increasing payables days
 - Conducted individually HSSE audit of various department with respect to ISO certification in capacity of HSSE auditor. Contributed towards attaining of ISO: 9001 certification as a member of HSSE Team.
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EMPLOYMENT DETAILS

DREAM PLANET TRDG L.L.C, Dubai UAE

Jan 2012 to March 2015

Procurement Officer

- **Manages assigned categories to optimize the supply base and deliver financial benefit to the business, supported by category plans and strategic sourcing initiatives**
- **Executes strategic sourcing processes for assigned categories from market intelligence, business base-case and development of scope to commercial negotiations, supplier selection and contract execution**
- **Collaborates with relevant category managers, contract administrators and internal stakeholders to**
- **Develop category plans and strategies**
- **Conduct ongoing market analysis and leverages supply chain knowledge to understand and articulate market trends and spend analytics**
- **Execute sourcing initiatives that are aligned to business objectives and deliver value**
- **Conducts economic analysis, cost modeling, TCO analysis in support of assigned strategic sourcing events & bid evaluation. Develops credible business case for sourcing initiatives, supported by market data, commercial objectivity and relevant business and technical factors**

LARSEN & TOUBRO LIMITED (PT&D QATAR)

NOV 2015 to Aug 2017

Procurement Officer

- **Interfaces with Global Supply Chain to ensure early engagement, collaboration, and cross-project leveraging to the maximum extent**
- **Purchases equipment, construction, and service contracts for major projects following established policies and procedures**
- **Provides timely, effective and efficient reporting of project procurement status to project management and/or procurement functional management as necessary**
- **Develops the project procurement strategy, execution plan and staffing plan and monitors activities for adherence**
- **Ensures that all procurement records are maintained in accordance with CB&I and project procedures**
- **Creates team goals, establishes metrics and reports performance**

NEBULA INFRASPACE LLP (Ahmedabad Gujarat)

December 2017– to Till Date

Sr. Procurement Officer

- **Manage vendor performance and provide timely vendor feedback to Vendor Management (VM) team**
 - **Coordinates with Project Management, Construction Management, Business Development, Legal, Finance and Insurance during project execution**
 - **Works with and sometimes directs others in Supply Management regarding implementation and support of Supply Management programs and procedures**
 - **Participates in or leads project supply management strategy development and implementation and may be assigned as the supply management project lead**
 - **Responsible for monitoring Procurement performance against milestones and providing periodic reports to TAR management for all materials and services**
 - **Internal Customer Satisfaction – key managers are surveyed to determine the service level provided**
 - **You proactively identify, develop and drive improvement ideas and capture innovations on supplier markets**
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Personal Information

Name	:	Imran Majid Ansari
Date of Birth	:	06-08-1988
Marital Status	:	married
Nationality	:	Indian
Sex	:	Male
Religion	:	Muslim
Language Skills	:	English, Hindi, Gujarati,Urdu,Tamil, Bhojpuri
Passport No.	:	T9834201
Passport Details	:	Date if Issue 04.12.2019 & Date of Expire 03.12.2029
Permanent Address	:	Bismillah Society BehindTalukaSevaSadanAhmedabad,
Contact Number	:	Mo –9265313748, 9726419793

Declaration

I hereby declare that the above furnished information and particulars are true and correct to the best of my knowledge.

Place: Ahmedabad, Gujarat(INDIA)

Date: 24.07.2021

Imran Majid Ansari