

38
Years of
Excellence in — Quality & Service.

BRANCHES



UAE



KSA



Qatar



Oman



India



UK



Maldives



Fahiyas Pangatt

Chief Executive Officer

The Deep Seafood Company

Growth strategist and passionate CEO with extensive experience in driving organizational value through modern solutions and culture transformation. Looking to provide a high-end administrative function to power business growth, improve team performance and introduce innovative products that stand against the competition.

The Deep Seafood Company was established in 1986 in Abu Dhabi, the capital city of the United Arab Emirates, to sell premium seafood to the local market, focus on providing our customers with the finest seafood possible with the distinct flavor of the sea.

Persistence in the quality of goods and services, which provide with utter simplicity, has resulted in a positive relationship with customers. The Deep Seafood's internal operations have flawlessly formed strong bonds with one another and collaborated for the business growth and well-being.

Professional Journey

- Develop high quality business strategies and plans ensuring their alignment with short-term and long- term objectives.
- Lead and motivate subordinates to advance employee engagement develop a high performing managerial team.
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission.
- Make high-quality investing decisions to advance the business and increase profits.
- Enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics.
- Review financial and non-financial reports to devise solutions or improvements.
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders.
- Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth.
- Maintain a deep knowledge of the markets and industry of the company.



Company Values, Mission & Vision.



Values

We focus on sustainability and use ecologically sustainable fishing methods, which means that our emphasis on fish populations will give benefits for years and decades to come.



Mission

We are dedicated to giving our clients the greatest seafood products, all of which are of exceptional quality.



Vision

We envision being one of the world's top seafood suppliers, and we aspire to be recognized on a global scale for our client loyalty, efficiency, diligence, exceptional service, and product quality.

Accomplishments

Golden Visa

The UAE Gold Card is a milestone in the UAE business. Mr. Fahiyas Pangatt, the CEO of Deep Sea Food, honored as the Residency Golden Card of the UAE.

Premium Residency

The KSA Premium Residency Card represents a key advancement in Saudi Arabia's business landscape. Mr. Fahiyas Pangatt, CEO of Deep Sea Food, has been honored with KSA Premium Residency Card.

Education

Bachelor of Business Administration
IUA, Royal Arsenal Gatehouse
Bereford Sqaure, Woolwich, UK.

Languages Known

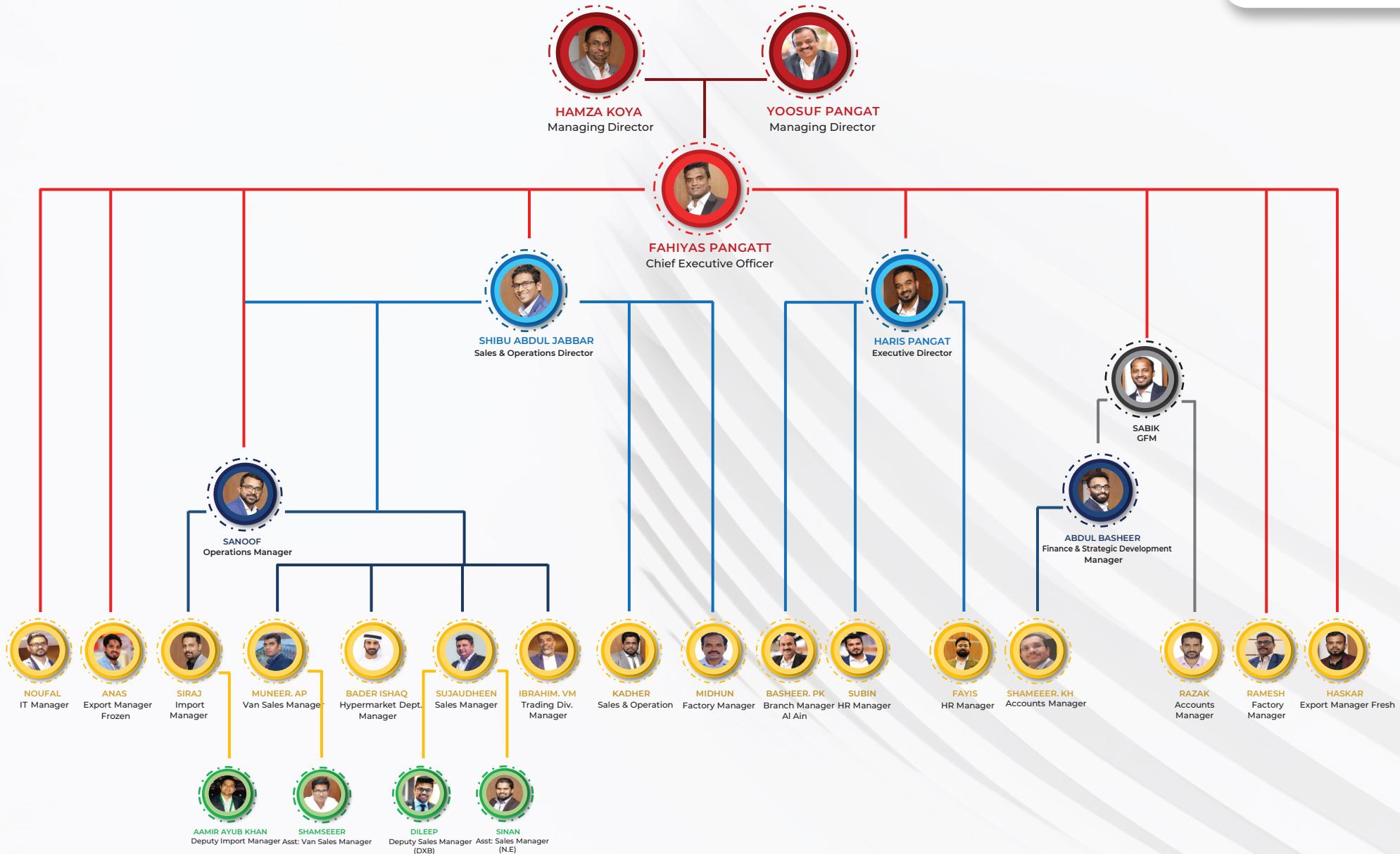
English, Hindi, Malayalam and Arabic.

Exhibitions / Events attended

Gulfood 2023
The Largest Annual F&B Sourcing Event
Feb. 20, 2023, Dubai

Horeca
The Biggest Annual Hospitality Exhibition
Feb. 7, 2023, Jeddah Saudi Arabi

THE DEEPSSEAFOOD COMPANY - UAE



STANDARD OPERATING PROCEDURE

Purpose of the SOP

The purpose of this SOP for the purchasing department is to provide clear guidelines and instructions for efficient and consistent execution of tasks, ensuring compliance, safety, and optimal performance within the department

Scope

This SOP covers all activities, processes, and responsibilities within the purchasing department, including planning, execution, monitoring, and control of tasks, as well as compliance with regulations and standards, involving all relevant personnel and stakeholders.

Importance

Following these procedures ensures smooth operations, cost-effectiveness, and compliance with regulations.

I. IMPORT OF INVENTORY ITEMS – AIR/SEA SHIPMENT

1. Material Storage Report

Objective: Ensure accurate reporting of current inventory levels to inform procurement decisions.

Responsibility: Store In charge

Frequency: Weekly

Steps:

- Review current inventory levels.
- Prepare a Material Storage Report, including details on quantities, conditions, and any discrepancies.
- Submit the report to the Director of Operations

2. Material Request by Director of Operations

Objective: Request necessary materials based on sales forecasts to meet customer demand.

Responsibility: Director of Operations

Trigger: forecasting sales for the upcoming period.

Steps:

- Analyse the sales forecast and current inventory levels.
- Prepare a Material Request Form with detailed specifications and quantities needed.
- Submit the request to the DSF Export Department.

3. Issuance of Final Proforma Invoice

Objective: Obtain a detailed and accurate cost estimation for the required materials.

Responsibility: DSF Export Department

Steps:

- Prepare a detailed Proforma Invoice including all relevant costs.
- Ensure all details match the specifications provided by the Director of Operations.
- Release the final Proforma Invoice.

5. Order Follow-Up

Objective: Ensure timely processing and monitoring of orders.

Responsibility: DSF Export Department and Import Department of Unique Seafood

Trigger: After the Proforma Invoice is approved and signed.

Steps:

- DSF Export Department places the order with the supplier.
- Both DSF Export and Import Departments coordinate to track the order status.
- Regular updates are communicated to the Director of Operations.

4. Approval of Proforma Invoice

Objective: Verify and approve the financial and operational accuracy of the Proforma Invoice.

Responsibility: Director of Operations, Accounts Department and DSF Sales representative

Trigger: Upon receipt of the final Proforma Invoice from the DSF Export Department.

Steps:

- Review the Proforma Invoice for accuracy and completeness.
- The Director of Operations, a representative and DSF Sales representative from the Accounts Department must sign the invoice.
- Return the signed Proforma Invoice to the DSF Export Department.

6. Shipment Clearing and Offloading

Objective: Efficiently clear and offload shipments upon arrival.

Responsibility: Import Department of Unique Seafood

Trigger: Upon arrival of the shipment.

Steps:

- Coordinate with customs for clearance.
- Arrange transportation and offload the shipment to the Unique Seafood store.
- Notify the relevant departments of the arrival.

7. Random Quality Check and Documentation

Objective: Ensure the quality of received materials and proper documentation.

Responsibility: Unique Seafood Store and Accounts Department

Trigger: Upon offloading of shipment.

Steps:

- Conduct a random quality check of the materials.
- Prepare an Arrival Report detailing the quality check results and any issues.
- Submit the Arrival Report and all related documents to the Accounts Department.

8. Recording in the System

Objective: Maintain accurate records of received materials for financial and inventory management.

Responsibility: Accounts Department

Trigger: Upon receipt of the Arrival Report and related documents.

Steps:

- Verify the documents against the initial order.
- Record the received materials in the inventory management system.
- Update financial records to reflect the new inventory levels and associated costs.

9. Payments

Objective: Ensure timely payment of invoices to maintain good supplier relationships.

Responsibility: Accounts Department of Unique Seafood

Trigger: Upon receipt of invoices from DSF Export Team.

Steps:

- Review the invoices against the agreed investment amount.
- Ensure timely payment of invoices to the DSF Export Team as per the terms agreed.

Import Of Inventory Items - Air/Sea Shipment process flow



II. Local Purchase of Inventory Items

Objective: Streamline the procurement of inventory items locally.

Responsibility: Store Keeper and Director of Operations

Steps:

1. Material Request

- Initiation: The Store Keeper identifies the need for inventory items and completes a Material Request Form.
- Submission: The Material Request Form is submitted to the Director of Operations for review and approval.
- Documentation: Ensure that the request includes detailed specifications

2. LPO Issuance

- Preparation: The Director of Operations reviews the Material Request Form and prepares a Local Purchase Order (LPO) with complete details including item description, quantity, unit price, total cost, supplier information, and delivery terms.

3. Approval

- The LPO must be signed by the Accounts Department and the Director of Operations.

4. Follow-Up

- The Director of Operations sends the approved LPO to the chosen supplier
- Regular follow-up is conducted by the Director of Operations to ensure timely delivery of the materials as per the agreed terms.

5. Receiving and Quality Check

- Receipt of Goods: Upon delivery, the Store Keeper receives the goods and compares them against the LPO and delivery note for accuracy.
- Inspection: Quality check is conducted to ensure that the goods meet the specified standards and requirements.
- Documentation: Any discrepancies or issues are documented, and immediate action is taken to resolve them.

6. Payment Processing

- Invoice Verification: The supplier submits an invoice, which is verified against the LPO and the delivery note by the Accounts Department.
- Processing: The Accounts Department processes the payment as per the terms outlined in the LPO.

7. Record Keeping

- All relevant documents (Material Request Form, LPO, delivery note, invoice, and quality check report) are filed systematically for future reference and audit purposes.



III. PURCHASE OF NON-INVENTORY ITEMS

Objective: Manage the procurement of non-inventory items efficiently.

Responsibility: Accounts Department and Director of Operations

Trigger: For purchases above AED 10,000.

Steps:

1. Identify Need

- Determine the necessity for packing materials, office supplies, consumables, office equipment, pantry items, or any other business - related items.

2. Approval

- Required approval from the Accounts Department, Director of Operations, and DSF core member.
- For purchases below AED 10,000, approval from the General Manager is required.

3. Documentation

- Issue a Local Purchase Order (LPO).
- Obtain at least three quotes from different suppliers for comparison.

4. Finalize the LPO

- Send the LPO to the selected supplier.

5. Receive and Inspect Goods

- Upon delivery, inspect the items to ensure they meet the order specifications and quality standards.

6. Process Payment

- Verify the invoice against the LPO and delivery note.
- Process the payment through the Accounts Department.

7. Record Keeping

- Maintain records of all documents including approvals, LPOs, quotes, invoices, and delivery notes.

IV. ASSET PURCHASING

Objective: To establish a standardized procedure for purchasing assets above AED 10,000 to ensure proper approval, documentation, and compliance with company policies.

Responsibility: DSF Core Team

Trigger: For asset purchases above AED 10,000.

Steps:

1. Initiate Purchase Request

- Identify Need: The requesting department identifies the need for an asset and ensures it aligns with operational requirements.
- Gather Information: Obtain quotations or proposals from at least three approved vendors, ensuring competitive pricing and terms.
- Prepare Documentation: Complete the Asset Purchase Request Form (APRF), including Description of the asset, Justification for the purchase, Estimated cost and Vendor quotations

2. Obtain Approval

- Submit Request: Forward the completed APRF and supporting documents to the DSF Core Team for review.
- Review by DSF Core Team: The DSF Core Team reviews the request for necessity, compliance with company policies, and budgetary considerations.
- Obtain approval: Obtain approval from the DSF Core Team before proceeding with the purchase.

3. Procurement Process

- Vendor Selection: The Procurement Department finalizes vendor selection based on quotations and company procurement policies.
- Issue Purchase Order (PO): Generate and issue a Purchase Order to the selected vendor, detailing the terms and conditions of the purchase.

4. Delivery and Verification

- Receive Asset: The requesting department coordinates the delivery of the asset, ensuring it meets the specifications.
- Inspection: Upon delivery, inspect the asset for quality and conformity to the order.
- Inventory Update: Update the company's asset inventory records with details of the new asset, including serial numbers, location, and responsible department.

5. Payment Processing

- Invoice Verification: The Procurement Department forwards the vendor's invoice to the accounts Department, along with the PO and delivery receipt.
- Payment Authorization: The accounts Department verifies the invoice against the PO and delivery receipt, authorizes payment, and processes it according to the company's payment terms.

6. Documentation and Records

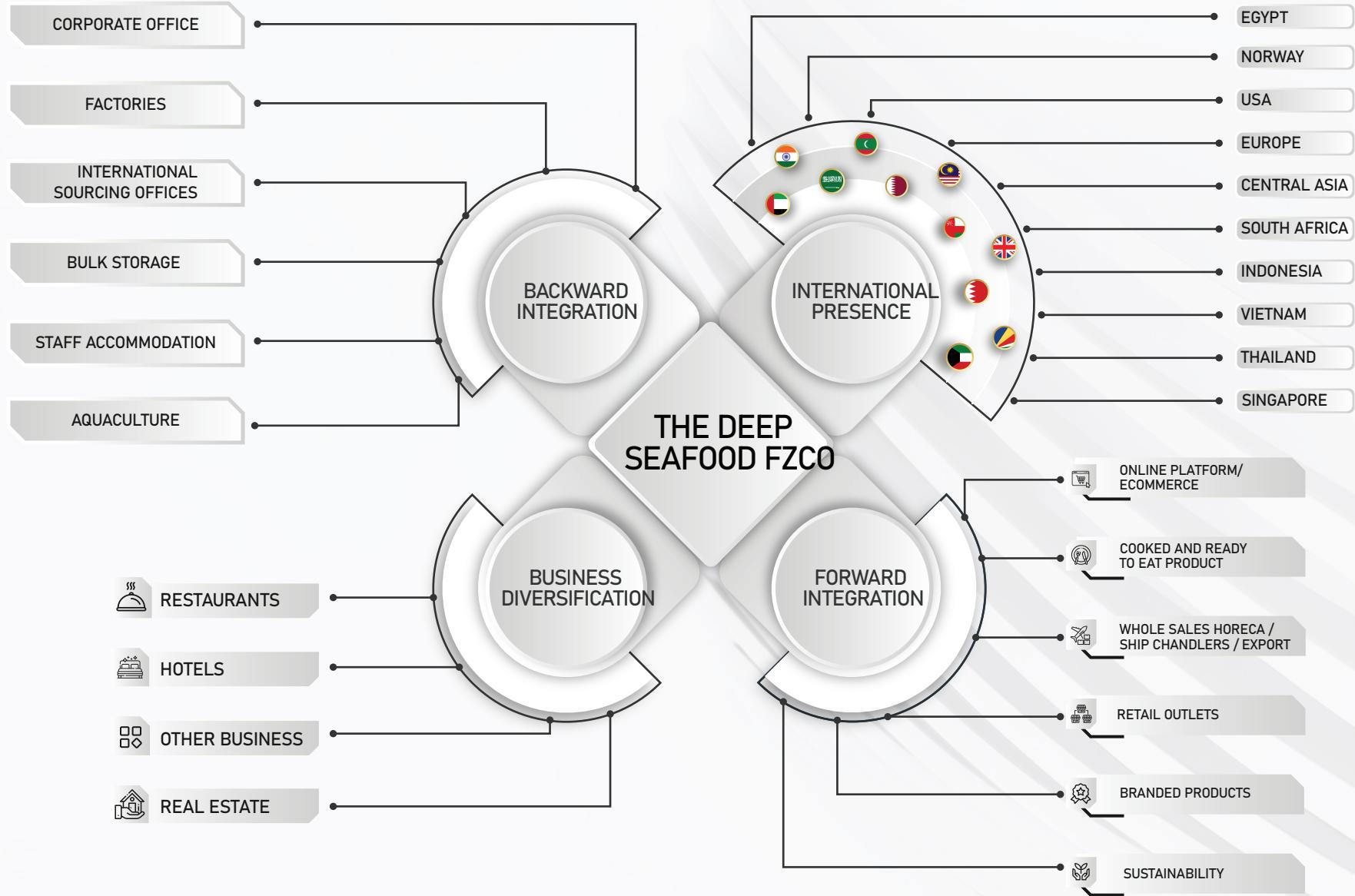
- Ensure all documentation related to the asset purchase is filed and maintained for audit purposes.

Additional Notes:

- Lead Time Consideration: The purchasing process should account for supplier lead times to avoid stockouts.
- Supplier Evaluation: Regular assessments of supplier performance should be conducted to ensure quality and reliability.
- Documentation and Record-Keeping: All transactions and communications must be meticulously documented.
- Continuous Improvement: Regular reviews of the purchasing process should be conducted to identify and implement efficiency improvements.

VISION 2030

CLEARING THE PATH FOR FUTURE PLANS





THANK YOU