

NAWEED PARKAR

Email ID: naweed.parkar@gmail.com

Mobile no: +966 53 604 4907

LinkedIn: www.linkedin.com/in/naweed-parkar/

Professional Summary:

- 6+ years of experience in the Supply Chain and Operation Department.
- I completed a postgraduate degree in Business Administration specializing in Operations. Ability to work efficiently in time management and work responsibilities.
- Proficient in ERP knowledge of SAP ECC 6.0 IN MM MODULE and Power BI

Skills:

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| <ul style="list-style-type: none">• Supply Chain• Purchase Orders• Order Processing• Inventory Management• Shipping | <ul style="list-style-type: none">• Communication• Logistics• Negotiation• Order Management• Teamwork |
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Professional Certificates:

- Certified International Supply Chain Professional/Manager (CISCP/CISCM) by IPSCMI.

Professional Experience:

- **Company: Conference Technologies Inc, Remote | Jan 2022 - Present**
Role: Supply Chain Admin

Responsibilities:

- Tracking the number of purchase orders per day.
- Ensure that shipments are delivered within the specified timeframe by coordinating with vendors, suppliers, and logistics partners.
- Coordinating with the purchasing department regarding shipment dates.
- Proactively follow up on delayed shipments and escalate issues to the relevant departments if necessary.
- Provide daily updates on order tracking to the operations team to keep them aware of any changes.
- Identify shipment delays, potential supply chain disruptions, and any unexpected issues.
- Identify and resolve vendor-related accounting issues, including unpaid invoices, to maintain smooth supply chain operations.
- Coordinate with the accounts department to ensure timely vendor payments and avoid supply disruptions due to payment delays

- **Company: Tejoury, Dammam, KSA | June 2018 – Dec 2019**
Role: Operations Executive

Responsibilities:

- Indexing, scanning documents for different projects.
- Data entry works for documents, QC.
- Retrieving all required documents given by clients.
- Ensure proper safety in the warehouse and ensure that all workers are performing their work specifically.
- Follow up shipments to make sure deliveries are on time.
- Provide accurate information regarding availability of in stock items to support regional managers.
- Preparing purchase orders retrievals using ERP.
- Coordinating with Sales and Logistics department.

- Preparation of daily reports
- Checking purchase orders when they arrive and making sure they match purchase order quantities.

➤ **Company: ACWAPIPE, Dammam, KSA | Feb 2017 – May 2018**

Role: Supply Chain Coordinator

Responsibilities:

- Preparing technical submittals and pipe specification calculations for customers.
- Inspection of raw materials like poly, vinyl, epoxy resin.
- Sending Purchase orders to the vendors.
- Availability of PPE, machines in quality, production, and fabrication departments.
- Managing day to day delivery of shipments within Saudi Arabia region.
- Communicating with suppliers to make sure the import documents are as per customs.
- Identifying problems such as damaged pipes and reporting to production team.
- Ensuring purchase orders are closed.
- Following up with suppliers for order collections.

Educational Qualifications:

- PGDBA in Operations from Symbiosis Centre of Distance Learning, Pune, India
- B.TECH. Mechanical Engineering Pune University, Pune, India
- H.S.C and S.S.C Central Board of Secondary Education

Personal Details:

- Nationality: Indian
- Gender: Male
- Marital Status: Single
- Languages: English (Native), Hindi (Native), Arabic (Basic)
- Location: Dammam, Saudi Arabia
- Iqama Status: Transferable