

# **CURRICULUM VITAE**

**SIRAJ ALI**

## **CONTACT DETAILS**

### **PERMANENT ADDRESS**

46/47, Nazam Marg, Boharwadi

Udaipur, Rajasthan

**Email** : tassiraj2013@gmail.com

**Mobile:** +91 9799653374/9783306616

## **PROFILE SUMMARY**

*Experienced Purchase & Administration professional with over **14 years** of outstanding performance and rich experience within Consumer Electronic & Construction Industry. Skilled with sound knowledge of various purchase disciplines such as Planning, Cost Control, Inventory Control . Displayed calibre in managing projects of various types, sizes and complexities. Able to work well as an individual and as part of a team. Possess excellent analytical, organizing, decision making, coordination and time management skills.*

## **CAREER OBJECTIVE**

*Apply the skills and knowledge acquired through professional & experiences to add “value” to your firm and myself. To obtain a challenging and exciting position as a Purchase Manager & Administrator with leading organisation, that utilizes my experience and to build a career with committed and dedicated people. I am enthusiastic and talented individual, who is ambitious, hard working and have a passion to excel in career. To make sincere efforts towards building a promising career and to take challenges in life so that I can contribute to the growth and success of the organization that I am working with.*

## **CORE STRENGTHS**

- *Speaks English fluently with excellent writing & oral skills. Over 9 years of extensive professional experience in Administration. Over 5 years of extensive professional exposure in Purchase, Logistics & Inventory Management in GCC. Excellent experience in managing organizations and the ability to adapt to a diversified work environment.*
- *Strong organizational skills, interpersonal skills, and attention to details in a professional environment.*
- *Strong technical skills in dealing with different software & database applications (MS Office, Multimedia, Tally.)*
- *A well-organised, proactive individual who loves the challenge of working under tight deadlines.*
- *Have initiative, curiosity; creative, analytical, enthusiastic, engaging, persuasive with strong communication.*
- *Professional work attitude, strong research abilities & persistence. A confident and highly distinguished performance. Encompasses exceptional work ethics.*
- *Commitment to organizational objectives within a highly competitive and rapidly changing market place. Strong interpersonal and communication skills.*
- *Good analytical skills and strong problem solving skills. High attention to details and quality of work.*

- *Positive attitude, team building spirit and passionate for continuous learning together with the team. Resourceful, independent, fast learner and self-motivated.*
- *Creative, flexible & deadline-oriented. Good analytical and problem solving skills.*
- *Strong logic skills and like challenges. Motivated and interested to learn new technologies.*
- *Good communications skill & attitude. Knowledge of social media.*

### **EDUCATIONAL QUALIFICATIONS**

<b>EDUCATIONAL QUALIFICATIONS</b>	<b>UNIVERSITY/BOARD</b>	<b>YEAR</b>
Certified Course In Managment & Accountancy	TATA INFOTECH	2003
Higher Diploma In Computer Application & Programming	Tata Infotech	2002
Secondary School Leaving Certificate	C.B.S.E	1999

### **IT SKILLS**

- *Proficient with MS Office Applications such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and e-mail applications, net surfing for research on market trends.*
- *Proficient in Accounting Software & Tools such as Tally & Peachtree*

### **PROFESSIONAL WORK EXPERIENCE**

**Company Name** : TALAL PVT LTD  
Udaipur (Raj.)

*Established in 2001, Talal Pvt Ltd Company is a leading organization in the /Importer & export of Household Items. Offering its products, the company has gained its eminence due to the perpetual thrust on factors such as quality, delivery, services and all at competitive prices. ATC has in-house quality control department manned by the experts for each of the products it offers. The experts check every single aspect of the products before tendering their final approval for them. Its little surprise that ATC products have been found to be satisfying by the patrons across the world.*

**Position** : **Purchase Manager**  
**Duration** : **June 2003-June 2004**

#### **Key Responsibilities:**

- *Implement procurement strategy and policies. Forecast procurement needs.*
- *Continually develop expertise to support growth for new projects. Monitor macro trends in supplier and contract base and implement plans to react. Build and develop relationships with key suppliers and customers. Lead the procurement group in all phases..*
- *Order goods and services as per negotiated and approved. Review quotations. Prepare purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiated terms and conditions. Maintain procurement files. Track Purchasing activity and measurements*
- *Overall responsibility to develop and implement logistics strategies and processes in support of global business unit including production planning, customer service, distribution, inventory and order management functions with the objective to manage, execute and develop the logistics group and processes in a cost-effective, customer – focused manner.*
- *Manage vendor relationships and assist in building effective partnerships. Assist department in developing and implementing purchasing strategies for goods. Responsible for planning, developing and buying goods, parts, supplies and equipments in a timely and cost effective way; timely manner while maintaining appropriate quality standards and specifications. Dealing with suppliers & Brokers. Develop and review purchase requests and ensure authorization as necessary to facilitate the timely purchase of new goods. Help to lower the cost and secure agreements.*

**Key accomplishments include:**

- *Gained experience in purchasing process. Able to recommend and suggest to the management on the latest developments in industry and recommend on improvements to productivity, profitability and cut-cost in the organization.*
- *Able to ensure the needs of the market and can identify and undertake as planned with proper follow up to track the progress. Took responsibility for co-ordinating people, activities, timelines deliverables and milestones, and work closely with the managers to ensure a smooth work flow.*
- *Able to prepare & reports, costing and other administrative documentation as required by the management. Able to provide day-to-day management level support and responsible in coordinate and monitor requirements in order to ensure compliance with the policies of the company.*

**Company Name :** Al Saffar Int'l Gen. Trad. & Cont. Co.  
Mirqab, Kuwait City.

- *A GCC Based Company Fully Owned and Managed by its expertise and vast experience in distributing Daily Electronic & electric Home Appliance, Luggage's & jewellery, It has successfully promoted its Own Brand Sumo. Sayona through its exclusive Retail Stores, Supermarkets, Al Saffar Int'l Gen. Trad. & Cont. Co. had opened its first Store in the Kuwait city, in the year 1991 and since then it has made substantial growth. Today, with over 25 exclusively Retail & wholesaler Outlet with Staff of More than 300 people.*

**Position :** Purchase Manager/Administrator  
**Duration :** Aug 2004 – March 2013

**Key Responsibilities:**

- *Develop & establish procurement policies & procedures, effectively coordinated and interacted with the suppliers on requisite materials.*
- *Prepared Bid Summary for price comparison of different suppliers' quotations and placed purchase orders to the suitable supplier (who caters to the specified requirements).*
- *Efficient at coordination, interpersonal, negotiation, liaising and mentoring skills.*
- *Proficient at negotiating the prices and payment terms and arranging the credit facilities with the suppliers.*
- *Expertise in monitoring the delivery period with various suppliers and ensured timely payments to the suppliers.*

**Key accomplishments include:**

- *Negotiated reduced prices with vendors through redefining material specifications, volume discounts, and a new supplier selection process Sourced products locally.*
- *Developed experience in a variety of purchasing activities.*
- *Conducted supplier audits, to ensure proper supply of commodities.*

**Company Name : KK. GUPTA CONSTRUCTIONS PVT.LTD**  
**May 2013 – Present**

*Founded in 2008 by KKG Group, M/s. K.K. Gupta is one of the leading construction companies having expertise in construction of rigid and flexible pavements for roads/highways and airfields, including bridges, flyovers, embankment with reinforced earth and earthwork.*

*M/s. K.K. Gupta is one of the large industrial group with annual turnover of Rs 30 Crore & executed pavement works, both rigid and flexible, at airfields and major national/ state highways in India for National Highways Authority of India, Ministry of Road Transport & Highways, Roads & Highway Department, Indian Air Force, Central Public Works Department, Airports Authority of India, State Public Works Departments and Municipal Corporation etc.*

**Key Responsibilities:**

- *Handling Contracts, Procurement activities as Team Leader, Procurement department. Reporting to DY. General Manager & Sr. General Manager at HO.*
- *Involved in finalisation of rate contracts/ MOU for purchase of Petroleum products from PSU refineries, as well as overseeing logistics management and finalisation of transport contracts.*
- *Arranging Road/ Rail/ Ocean/ Air transportation for petroleum products, based on requirement, and ensuring safe delivery at site, on time.*
- *Managing procurement activities of raw materials like steel & cement, tyres, and consumable items requirement for the development projects.*
- *Identifying opportunities and implementing cost saving measures to curb costs in terms of raw materials, inventory, and transport solutions. Active member of scrap consumable items requirement for the development projects*
- *Identifying opportunities and implementing cost saving measures to curb costs in terms of raw materials, inventory, and transport solutions.*
- *Active member of scrap disposal team. Liaising with the concerned authorities for securing clearances.*

- *Supporting the implementation and Working on SAP System for effective management of Contracts & Purchase system.*

**LANGUAGE SKILLS**

: **English, Urdu, Hindi & Arabic**

**PERSONAL PARTICULARS**

<b>Name</b>	:	<b>Siraj Ali</b>
<b>Date of Birth</b>	:	<b>13.03.1980</b>
<b>Sex</b>	:	<b>Male</b>
<b>Marital Status</b>	:	<b>Married</b>
<b>Passport No.</b>	:	<b>K4651397</b>
<b>Place of Issue</b>	:	<b>Kuwait</b>
<b>Date of Issue</b>	:	<b>15-03-2012</b>
<b>Date of Expiry</b>	:	<b>14-03-2022</b>
<b>Father's Name</b>	:	<b>Ashiq Ali</b>
<b>Permanant Address</b>	:	<b>46/47,Nazam Marg, Boharwadi Udaipur-313001, Rajasthan, India.</b>

