

Nazeem Rohilla

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PROFESSIONAL EXPERIENCE

QUAD GRAPHICS AS STITCHER OPERATOR

APRIL 2018 - TILL DATE

- ◆ Manage crew in efficient and safe operation of equipment.
- ◆ Promptly, at start of shift, review work schedule, check equipment and supplies required to perform the work scheduled, and prepare operations.
- ◆ Set up machine to run job, adjust, tend, and oversee the machine.
- ◆ Continuous monitoring of job specifications to ensure customer satisfaction.
- ◆ Ensure proper materials and product are at the machine, and assists crew members in obtaining replacement product from Material Handling as necessary.
- ◆ Troubleshoot breakdowns, make minor repairs and perform routine maintenance on machine.
- ◆ Follow detailed written instructions and complete safety and production reports and paperwork as required.
- ◆ Responsible for maintaining good housekeeping in work area, high level of quality and productivity.
- ◆ Work for 12-hour rotating schedule, including days, nights, weekends and holidays is also required. 7:00 am/pm - 7:00 pm/am.
- ◆ At end of shift, secure all equipment and machinery, and complete all required paperwork.

SANGRIA LLC (GAS STATION)

OCT 2017 - TILL DATE

- ◆ Provide each gas station customer with the highest levels of service and satisfaction at all times.
- ◆ Regularly communicated with vendors, and assisted with restocking shelving and product displays.
- ◆ Operate: cashier and pump register, bills counter machine, credit cards machine and lottery machine.
- ◆ Check and Balance daily sales report.
- ◆ Process all payments on purchases, Gas and other products, Whether cash or credit.
- ◆ Performed record and bookkeeping at the end of the shift
- ◆ Operate POS cash register to manage cash, credit, and debit card transactions for sold items.
- ◆ Count money in cash drawer at the beginning and end of shift to ensure that amounts were correct and there was adequate change.
- ◆ Ensure orders are placed with consideration of optimal price, delivery, time and quality.
- ◆ Responsible for logistics arrangement for all orders to be placed on the assigned vessels.

GPRO INDIA PVT.LTD (MAERSK affiliated company based in Mumbai, India) OCT 2016 - JULY 2017

Buyer

- ◆ Liaison with fleet group superintendent and vessels on regular basis and handle all types of requisitions (urgent/regular) and orders for container vessels.
- ◆ Ensure orders are placed with consideration of optimal price, delivery, time and quality.
- ◆ Responsible for logistics arrangement for all orders to be placed on the assigned vessels.
- ◆ Send out inquiries to a minimum of 3 suppliers for each purchase (provided no fixed price exists and 3 valid suppliers in place)
- ◆ Timely handling of invoices related to purchasing of spares and consumables, invoices to be handled in due time with consideration of meeting agreed payment terms along with all invoices to be submitted by

suppliers prior to shipping date.

- ♦ Follow-up on deliveries to central warehouse in Rotterdam and deliveries made to vessels from either central warehouse or local deliveries directly from suppliers.
- ♦ Timely forwarding of spares to designated vessel under consideration for matter of urgency and economic impact.
- ♦ Receive, review and submit Purchase orders, Requests for Quotation as needed and to ensure timely submission of purchase order.

AFRICAN COMMODITIES DMCC (PARENT COMPANY):

VALAF DMCC., DUBAI

GLOBUS INTERNATIONAL PVT. LTD., MUMBAI

OCEANLINERS LOGISTICS & SERVICES LTS., LAGOS

JUNE 2014

JULY 2014 - MAY 2015

JUNE 2015 - MARCH 2016

Purchase Manager

- ♦ Manage and develop the purchasing & Operation function for VALAF (shipping company headquartered in Dubai & vessel sailing in West Africa)
- ♦ Purchase or contract for supplies, services and equipment within the limits of the current approved budget and in accordance with purchasing procedures prescribed
- ♦ Manage and develop the existing and potential supplier pool and update the Approved Vendor List
- ♦ Negotiate & establish strategic relationships with local (for consumables) and international suppliers (OEM supplies); prepare price comparisons; Cost saving budgeting and targeting
- ♦ Effective & proactive liaison with other departments as necessary to forecast, plan to meet purchase and operation deadline, to bundling of demands for necessary.
- ♦ Make or buy analysis of stands production and decision in cooperation with management
- ♦ Fully operating Oceanliners (Agency) in Lagos, Nigeria which is subsidiary of Valaf, Handling crew sign on/off, Logistics/Transportation, dealing with authorities like Port health, Nimasa, NPA etc.
- ♦ Administration and reporting as necessary

Reference Available on Request.

TRANSOCEAN SEATRADE PVT LTD, LAGOS, NIGERIA

MAY 2013 – MAY 2014

Purchase Manager

- ♦ Responsible for managing the entire sourcing, buying, developing supply plans and purchasing directions by evaluating vendors/suppliers.
- ♦ Actively involved in researching availability and accessibility, followed up by sourcing as well as identification/ development for the orders received.
- ♦ Collected and collated data and generated periodic reports to keep track of key business indicators and facilitate decision making process.
- ♦ Responsible for procuring material from the vendors in right quantity & prices, attaining a good margin including the profitability within the quality parameters and allocating them in right quantity.
- ♦ Performing root-cause analysis to prevent reoccurrences & defective issues by controlling and minimizing the wastage and shrinkage at the lowest level.
- ♦ Locate supply sources in the local market and building sound relationships with vendors and suppliers and managing the supply chain functions and negotiating with the transporters for cost effective transport solutions.
- ♦ Evaluating vendor rating for supply quality, delivery schedule and supplier capacity assessment and developing long-term partnerships; managing supplier performance to ensure service, cost, delivery and quality norms.
- ♦ Ensuring timely delivery of stores / Spares when the vessel arrives or in port/Berth/Anchorage.

- ♦ Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.

TANKER PACIFIC MANAGEMENT PTE LTD, SINGAPORE

AUG 2011 - FEB 2013

Ship Administrative Assistant/Radio officer

- ♦ Managed accountability for preparing port documentation on arrival/ departure while maintain all record in Master filing System.
- ♦ Prepared daily reports and other administrative records according to laid down procedures, policies and regulatory requirements on regular basis for the smooth functioning.
- ♦ Managed the entire spectrum of activities across providing facilities support to all the ship staff and assisted in planning & implementation of crew change plan.
- ♦ Ensured that expenses are kept within or below the budgetary guidelines and oversaw that all supplies are purchased while handled several issues pertaining to the company.
- ♦ Instrumental in administrative matters and ensuring proper implementation of administrative policies and providing necessary support to the Management in terms of administration.
- ♦ Oversaw system back up and co-ordinated with IT Department for troubleshooting & up gradation of company software.

KEY SKILLS

- A result oriented purchase management professional with over 3 years of experience in swiftly ramping up projects, sourcing, purchase management, supplier management and relationship management.
- Managing additional Ship Management functions/services such as Technical Management, Crewing (except hiring) as well as Quality & Safety Management.
- Demonstrated capabilities in effecting warehouse service improvements and implementing cost rationalization measures to enhance operational efficiency.
- Proven experience and capability to provide total Supply Chain solutions to ensure cost effective and smooth flow of materials.
- Well versed in drawing procurement plans, material management, securing budgetary allocations and exploring domestic as well as global sources of supply.
- Deft in developing vendors on competitive techno-commercial terms while building stable supply streams for uninterrupted support to operations.
- Skilled in planning & budgeting the funds for procurement and sourcing of materials ensuring optimum utilization of materials and maximum cost savings.
- Instrumental in implementing sourcing strategies – Product development / Negotiating & Achieving target margins / Building Vendor Capacity.
- Ability to use sound judgment & decision-making skills and effectively perform in a self-directed environment.

CORE COMPETENCIES

Project Coordination ♦ Purchase Management ♦ Supply Chain Management ♦ Procurement ♦ Sourcing/ Buying ♦ Supplier Management ♦ Pricing Strategies ♦ Statuary Compliances ♦ Vendor Development ♦ Relationship Management ♦ Cost Control ♦ Quality Management ♦ Negotiation Skills ♦ Team Management

EDUCATION/ CERTIFICATIONS

- **Bachelors of Commerce Degree** 2010
 - **Fire Prevention & Fire Fighting** 2011
 - **Personal Survival Technique** 2011
 - **PSSR** 2011
 - **Elementary First Aid** 2011
 - **MBA (Supply Chain Management)** from Welingkar Institute 2017
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