

# FAYAZ D.M

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## OBJECTIVE

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Procurement specialist with more than 2 years of experience in tendering, price negotiation and purchase order management. Seeking to transition into a supply chain role where I can apply my skills to improve end-to-end operations and drive efficiency.

## EXPERIENCE

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### Procurement Specialist

May 2023 – Present

*Hindustan Aeronautics Limited (deputed via Venkatappa Ananda Services Pvt. Ltd.)*

*Bangalore, India*

- Led end-to-end tendering on the Government e-Marketplace (GeM) portal – posting RFQs and opening quotations.
- Prepared detailed comparative analysis statements to identify L1 suppliers.
- Successfully processed and executed around 20 procurement contracts on GeM with HAL, for technical and operational supplies.
- Negotiated prices with vendors through GeM, handling contracts valued up to 17 lakhs INR.
- Created and released purchase orders in SAP.
- Placed purchase orders and short-term contracts on GeM.
- Tracked delivery schedules via phone and email, resolving supply bottlenecks to ensure uninterrupted workflows.

## EDUCATION

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### University of Mysore

*Bangalore, India*

*Master of Business Administration (Marketing)*

*2014 – 2016*

Grade: B

Relevant Coursework: Inventory Control, Operations Management, Logistics.

### New Horizon College

*Bangalore, India*

*Bachelor of Business Management (Human Resource)*

*2009 – 2013*

Grade: Second class

Relevant Coursework: Human Resource Management, Sales & Logistics, Financial Accounting.

## SKILLS

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### Procurement

Tendering, Purchase Order Processing, Tender Preparation, Tender Evaluation, Price Negotiation, Comparative Analysis, Should-Cost Analysis (Price Justification)

### ERP & Platforms

SAP, Government e-Marketplace (GeM) Portal.

### Business Tools

MS Excel, MS Word, MS PowerPoint.

### Soft Skills

Communication, Active Listening, Analytical Thinking, Ability to Work Under Pressure, Hard-working.