

## CURRICULUM-VITAE



**MOHAMMAD YUSUF**

**A-192, Kopar Khairane Midc Navi Mumbai-400710**

**email:mohdyusuf2145@gmail.com**

**+918454992036**

### **Career Objective:**

To committed to identifying and implementing continuous improvements of purchase department and focused towards goal achievement with allotted resources within a deadline and seeking a challenging position of purchasing in order to improve the productivity of the company.

### **Professional Experience:**

#### **Total Experience-4.6 Years**

**Company** : **Geepas International Pvt Ltd**  
**Designation** : **Purchase Executive**  
**Time Period** : **From April 2016 to Presents.**

**Role & Responsibility** : I am responsible for purchasing/sourcing to the different type of Garments/Kitchenware/Housewares products etc. under Nesto Hypermarket.

- To ensuring effective vendor management resulting in a right quality of the product being supplied in line with the design & branding policy of the company.
- To develop vendor base in different categories viz., Garments, Kitchenware etc.
- To maintain and update purchasing records/data i.e. update information on prices, qualities, usual delivery time for each supplier and product.
- To negotiate for the best-purchasing package (in terms of quality, price, term, delivery, and service) with suppliers.
- To coordinating with warehousing and accounts to ensure that the invoices of the vendor are in the system and the details of the quantity received fall in line with the purchase order.
- To keep up with the latest styles and trends in fashion, awareness of the economic climate and customers' purchasing moods.
- To prepare MIS Reports, weekly reports as per the Organization's requirement.
- Visiting the Vendor Premises/ Factory with the quality dept. for audit the factory.
- To support in monitoring and co-ordinate deliveries of items between suppliers.

**Company** : **Mashhor General Cont Sdn Bhd Brunei Darussalam**  
**Designation** : **Purchase Officer**  
**Time Period** : **From Mar 2014 to December 2015.**  
**Duration** : **1.5 years**

**Role & Responsibility** : I am responsible for purchasing/sourcing to the different type of Food & Beverages and Construction & Maintenance materials under LRMC Project.

- To clearly understand requirements and build specifications with the material, quality, and all parameters.
- To generate multiple quotes and vendors for all requirements.
- To negotiate and ensure timely deliveries keeping in mind costs and credit. Visit vendors, as and when necessary.
- To ensure commercial, legal and contractual compliances in all the procurement transactions.
- To track deliveries and make sure companies receive exactly what was ordered from suppliers.
- To handling logistics and store department.
- To coordinate with clearance agencies for customs clearance and preparation of the letter of credit.
- To ensure happy and transparent vendor - company relationships.
- To managing plans for stock levels and participating in promotional activities etc.

**Company** : **The Indure Pvt. Ltd.**  
**Designation** : **Procurement Assistant**  
**Time Period** : **July 2012 to February 2014**  
**Duration** : **1.7 year**  
**Role & Responsibility** : To Maintain complete purchase records and pricing in the system.

- To prepare & issue purchase orders in accordance with selected suppliers, price, and technical specifications.
- Follow up with purchase on all past due purchase Orders etc.
- To manage proper MIS and ensure end-to-end completion of the purchases process to payments for the vendors.
- Maintaining various type record /documentation as per company's norms/ISO.

#### **Professional Qualification:**

- Passed MFC (**Master of Finance & Control**) from Aligarh Muslim University (**Department of Commerce**) in the year 2012.
- Certification in Supply Chain Management.

#### **Academic Profile:**

- Passed B.A (Hons) from Aligarh Muslim University (A.M.U) in the year 2009.
- Passed Intermediate (+2) from Shri Guru Nanak Dev Inter College in the year 2006.
- Passed High School from Govt Inter College in the year 2004.

#### **Management Training:**

- Did Eight weeks summer training project on the topic of "Financial Statement & Ratio Analysis" under the supervision of Mr. Vijay Kumar (F & A) NTPC (National Thermal Power Corporation) LTD. Tanda.

#### **Certificate Secured:**

- Partake workshop: on "Entrepreneurship" conduct by NSIC (National Small Industries Corporation Limited).
- **Work as volunteer of N. S. S. (National Services Scheme) from 19/02/2008 to 20/02/2010 (2 YEAR).**
- Partake NSS Special Camp under the "MPFL Health Hygiene Social Work & Environment".
- Partake "National Polio Eradication Programme" from 10/09/2009 to 18/01/2010 "A COLLABORATIVE EFFORT OF AMU WITH UNICEF" held in Aligarh.
- Partake "S. S. DAY function 2011" (Certificate of Appreciation) as an Organizer.

#### **Computer Skills:**

- One Year Diploma in Computer Application (DCA).

#### **Personal Attributes:**

- Ability to work in a team as well as individually.
- Adaptable to changing situations.
- Good communication and negotiation skills with an ability to influence and drive outcomes.
- Strong inter-personal skills and leadership ability.

#### **Reference:**

- Shall be providing on demand.

#### **Personal Vitae:**

Father Name : Ameer Ahmad  
Date of birth : 10-06-1989  
Passport no. : L5004646  
Marital Status : Single  
Home Address : Town Kemri, District Rampur (U.P.) India Pin code: - 244921

#### **Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

