

## Personal details

Nationality: Indian

Marital Status: Married

DOB: 16-November-1986

Passport No.: V9123769

Languages: English, Gujarati, and Hindi

*Currently on Visit Visa in Dubai.*



## Professional Summary

- Insightful Professional having 10+ Years experience in dispatching and Skilled buyer for Fruits, vegetables, and Food industry. I have required skills, attitude, passion, energy and drive essential to make an immediate and positive difference to any firm I works for.
- I have acquired skills to handle efficient stocking and distribution of products to different retail location and confident enough to increase Profit Margin through Vendor Management & negotiation skills utilizing previous experience.

## Skill Highlights

- Vendor Management
- Business Development
- Buyer
- Distribution
- Inspirational Team player
- Computer skills
- Product Selling
- Negotiation
- Supply Chain Management
- Report management
- GRN (Goods received Notes) System

## Professional Experience

- **Head Buyer, The Greengrocer, South Africa – Nov-2021 to Present**
  - As a Head Buyer, I was responsible for managing and developing a purchasing strategy.
  - Reviews and processes purchase orders.
  - Manages other members of the purchasing team.
  - Maintains records of goods ordered and received.
  - Negotiates prices and contracts with suppliers.
  - Builds and maintains relationships with vendors.
  - Evaluates vendors based on quality, timeliness, and price.
  - Schedules deliveries and ensures timely fulfilment of orders.
  - Researches and evaluates vendors to compare pricing and services.
  - Ensures quality of procured items and addresses problems when they arise.
  - Building and maintaining long-term relationships with vendors and suppliers.
  - Negotiate prices with the suppliers.
  - Work closely with warehouse teams to ensure stocks are properly stored and maintained including proper stock rotation in fridges, freezers, etc.

▪ **Booking Clerk & Salesman, DW Fresh, South Africa – Feb-2018 to Nov-2021**

- I was responsible for purchasing fresh produce directly from the Farmers and then carrying out Sales of received fresh produce.
- Experience of operating GRN (Goods received Notes) System.
- Experience of working with different types of suppliers (farmers and growers)
- Negotiate prices with the suppliers.
- Building and maintaining long-term relationships with vendors and suppliers.
- Handling timely Deliveries of fresh produce to the customers
- Responsible for accounting Sales closure at the end of each business day.

▪ **Dispatch Manager, Giants Canning CC, South Africa – April-2012 to Feb-2018**

- I was responsible for Handling complete dispatch of Canned food at factory.
- Preparation of Dispatch from the available stock for different customers (Retail and Wholesale)
- Co-ordinating Dispatch using handling team.
- Ensure stock controls such as stock reconciliation.
- Handled floor management and co-ordination with dispatch team for deliveries.
- Handling timely dispatch of goods and to co-ordinate delivery at customer location on assigned timeslot. (Delivery Time slot management)
- Handling Invoices & Quality control report for the Dispatch goods.

## Education

- |   |                    |
|---|--------------------|
| • Higher Secondary Education (External)   India                   | March-2009         |
| • Secretary Assistance in Information Technology  India           | May-2005           |
| • Draughtsman (Mechanical), Industrial training Institute   India | Aug-2002- July2004 |

## Academic Project and Training

- |  |      |
|--|------|
| • Mechanical Draughtsman, Alidhra Weavetech Group, Surat   India | 2006 |
| • AutoCAD Certificate  India                                     | 2005 |

## Interest

Listening Music, Cooking, Yoga, Cricket, and Driving.

## Declaration

I hereby declare that all the information stated above is true to best of my knowledge.

Place: Dubai, UAE

With Regards

Amit Lad