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Al-Sadd Street 873 ,  
Doha, Qatar.

## Education

### Bachelor of Engineering

Electronics and Communications  
Sunrise University, India

2014 - 2017

### Diploma In Engineering

Electronics and Communications  
Government Polytechnic Belgaum,  
India

2011 - 2014

## Soft Skills

- Strong problem solving.
- Analytical skills.
- Effective communications.
- Interpersonal skills.
- Collaboration.
- Leadership.
- Critical Thinking.
- Attention to Details.
- Adaptability.
- Fast learner.

# UMARFARUK ATTAR

## PROCUREMENT AND SUPPLY CHAIN OFFICER



### Profile

Dedicated and results-driven professional with over 5+ years of experience in supply chain, Inventory, and logistics. Adept at developing and implementing strategic sourcing initiatives, optimizing Inventory processes, and ensuring seamless supply chain operations. Proven track record of cost reduction, supplier relationship management, and cross-functional collaboration. Possesses strong analytical and negotiation skills. Committed to delivering operational excellence and driving efficiency in supply chain management. Seeking opportunities to leverage expertise and contribute to the success of dynamic organizations in the field.



## Work Experience

04/2023

02/2024

### Procurement and Supply chain Officer.

#### Dawaa Plus Pharmacy. Doha, Qatar.

- Demonstrated expertise in procurement strategies, sourcing methods, and supplier selection processes to ensure cost-effective acquisition of goods and services.
- Proficient in contract negotiation, vendor management, and supplier relationship development to establish favorable terms and ensure timely delivery of materials.
- Proficient in utilizing ERP software(ODOO) for inventory management, sales order processing, procurement, and warehouse operations, resulting in streamlined processes and improved efficiency.
- Proven experience in supply chain management, including demand forecasting, inventory optimization, and logistics coordination.
- Skilled in optimizing supply chain processes to ensure timely delivery of materials while minimizing costs and improving efficiency
- Skilled in analyzing market trends and conducting supplier evaluations to identify opportunities for cost savings and quality improvements.
- Strong understanding of procurement regulations and compliance standards to ensure adherence to legal and ethical requirements.
- Experience in collaborating with cross-functional teams to streamline supply chain operations and enhance overall business performance.

08/2021

01/2023

### Operation Associate.

#### SWIGGY Instamart, Bengaluru India .

- Extensive experience in procurement, supply chain, and logistics management, ensuring timely sourcing and delivery of materials.
- Strong knowledge of logistics operations, including transportation, warehousing, and distribution, to optimize supply chain efficiency.
- Assisted in inventory management and demand forecasting to maintain optimal stock levels and meet customer demands.
- Facilitated transfer of goods between warehouses and locations, ensuring timely and accurate entries in the system.
- Led warehouse staff, providing training, supervision, and support to optimize productivity and efficiency.
- Supported stocking processes by analyzing demand forecasts and replenishment strategies.
- Supervised the picking, packing, and shipping process to ensure accuracy and timeliness of orders.
- Inspected goods before packing for shipping to ensure quality control and customer satisfaction.
- Collaborated with cross-functional teams to streamline operations, reduce costs, and improve overall business performance.

### Technical Skills

- Microsoft Excel.
- Google sheets.
- Microsoft word.
- ERP Software's (Odoo) .
- Data Analysis.
- Maintaining records.
- Inventory management.

### Language

- English – Fluent
- Hindi – Native
- Urdu – Native
- Kannada – Native

04/2019  
07/2021

### Central Operation Executive

ElasticRun, Bengaluru, India.

- Managed central operations for logistics and warehousing activities, ensuring smooth coordination and execution of processes.
- Oversaw warehouse operations including inventory management, storage optimization, and order fulfillment to meet customer demands
- Coordinated logistics activities such as transportation, distribution, and inventory control to ensure efficient supply chain operations.
- Implemented process improvements and efficiency enhancements to optimize central operations and reduce costs.
- Managed and organized inventory in a high volume warehouse, ensuring accurate counts, efficient storage, and timely replenishment.
- Implemented a first-in, first-out (FIFO) system to reduce product spoilage and minimize waste, resulting in decrease in inventory loss.
- Enforced strict safety protocols and conducted regular safety training for warehouse staff, resulting in zero workplace accidents.
- Collaborated with internal teams and external partners to streamline operations and improve overall performance.

02/2018  
03/2019

### Logistics Officer.

Flomic Freight Services, Bengaluru, India.

- Coordinated logistics operations including transportation, warehousing, and distribution to ensure timely delivery of goods.
- Liaised with suppliers, carriers, and internal teams to coordinate shipments and resolve logistical issue.
- Implemented logistics strategies and process improvements to enhance operational efficiency and reduce costs.
- Monitored and tracked shipments, maintained accurate records, and provided updates to stakeholders as needed.
- Develop and execute comprehensive logistics plans, encompassing transportation, warehousing, and distribution strategies to meet delivery timelines and cost-effectiveness targets
- Cultivate strong relationships with suppliers and logistics partners, negotiating contracts, monitoring performance, and identifying opportunities for cost savings and process improvements