





JITIN SANGTANI

SENIOR EXECUTIVE-PROCUREMENT (MATERIAL)

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ABOUT ME

To seek a position in an organization where I can demonstrate and enhance my skill-set and align with the company's vision to reach the goals being a valuable resource to the organization.

LANGUAGES

ENGLISH

HINDI

SINDHI

ARABIC

DRIVING LICENSE

Driving license category
Uae and india license

PERSONAL DETAILS

Date of birth
31-10-1984

Nationality
India

Marital status
Married

WORK EXPERIENCE

**UNIBETON
READYMIX (ALFARAA GROUP)**
Dubai
Feb 2010 - Present

SENIOR EXECUTIVE-PROCUREMENT (MATERIAL)

UNIBETON READY MIX is part of AL FARA'A GROUP of Companies, one of the leading ISO 9001:2008 certified Companies in the field of construction business in Abu Dhabi, Dubai, and Al Ain covering the whole spectrum Of construction industry for more than 25 years. Over the past few years Unibeton has grown to be one Of the "major league" concrete suppliers in UAE.

- Preparation of documents and LPO for all EXPORT material to KSA,QATAR from UAE
- Follow up with UAE agent to get the HS CODE for export items, TUV for getting the SASO Certification ,Document upload in Chamber of Commerce for getting the Certificate of origin ,Arranging the transporter and transportation document to send the consignments to KSA AND QATAR
- Follow up with KSA Border agent for status till the trailer closed the border
- Coordinate with store department for preparing SRV or GRV after completion of the Job or receiving the goods inside or outside UAE
- Following the procedure to complete export transactions for KSA as a follow: Transaction list Credit payment Cash payment Agent statement of account
- Update Logistics control sheet on daily basis.
- Prepare LPO in ERP & GRV (MICROSOFT DYNAMICS AX)to confirm receiving the material in or out UAE
- Handling Petty cash for all material activities for UAE material operations.
- Preparation of ITEMS CODE/VENDORE CODE of Raw materials for UAE/KSA/Qatar Operations.
- Preparation the document for ISO & DC AUDIT & Also UPLOAD in DMS system for Audit.
- Monthly updated sales price list in MARS system
- Preparation of ALL MATERIAL LPO for Raw materials for UAE,KSA AND QATAR Operations
- Follow up of all the IMPORT-Material consignment documents with the supplier for UAE/KSA/QATAR submission to the clearing agent, follow up with accounts department for custom payment, apply online for duty exemption approval for UAE and coordinating with the transporter to deliver the consignment in our yard before demurrage
- Follow up of invoices and statement of accounts for Importation and Hiring suppliers.
- Follow up of payments with UB accounts, Petty cashier and HO accounts for Export, Hiring and Importation suppliers.
- To prepare payment request for imported supplier, follow up for payment & Follow up of documents for consignment arriving

in UAE/KSA/Qatar – Material & Also maintain necessary record for tracked records.

- To maintain register for supplier details, payment and supplier information.
- Follow up for requisition approval for hiring, importation with Rm committee
- To prepare the air ticket LPO international travelling
- To ensure proper documentation and filing of imported suppliers for further reference.
- To follow up with suppliers for any technical team requirements in import material for material submissions IN KSA/QATAR/UAE
- To check with DGM for new supplier and get confirmation from the Deputy General Manager Procurement
- To obtain approved requisitions with user department supervisor and department head signature before hiring any equipment.
- Hiring of Equipment's for UAE operations with cost effectiveness, best price and timely delivery.
- Maintaining Commercial documents, Quotations for hiring of vehicles and filing the same in proper manner.
- To coordinate with the hire accountant for provide the hiring documents with all supporting documents like Delivery notes or Time sheet, Quotation and Processing through accounts for payment to suppliers on Credit and Cash basis.
- In case of non-availability of hired suppliers from approved supplier list to check from the stand and hire only after getting approval from Deputy General Manager-Procurement
- To follow the operational Guidelines of Material Department.
- Assisting the Deputy General Manager-Procurement- Material and ensuring all work instructed by him is up to date and to do extra tasks prescribed by Deputy General Manager Procurement

MARAL OVERSEAS LIMITED
Noida
Feb 2009 - Feb 2010

MANAGEMENT TRAINEE

Maral Overseas Ltd, one of India's largest vertically integrated textile companies. This export led company is a part of the \$ 750 million LNJ Bhilwara Group, whose leadership in textile business is complemented by high technology sectors of graphite electrodes and power generation.

Worked as a Management Trainee in commercial department responsible for purchase orders, vendor management and handling exports.

FUTURE GENERALI GROUP
Faridabad
Aug 2008 - Feb 2010

STANDARD ADVISOR

EDUCATION

SIKKIM MANIPAL UNIVERSITY
Faridabad
2013

Master of Business international

SIKKIM MANIPAL UNIVERSITY
Faridabad
2008

B.SC FASHION DESIGNING,

NAV JIVAN PUBLIC SCHOOL (CBSE)
Faridabad
2003

Higher Secondary Certificate

MODI

B.sc FD. 5

SKILLS

PROCUREMENT

MANAGEMENT

MFG/PRO (ERP)

VENDOR MANAGEMENT

ADAPTABILITY

COORDINATING

ADOBE PHOTOSHOP

MICROSOFT EXCEL

PROBLEM SOLVING

DECISION MAKING

PAINTING

CONSIGNMENT

QUOTATIONS

SALES

TIME MANAGEMENT

LEADERSHIP

MICROSOFT DYNAMICS

OPERATIONS

MICROSOFT WORD

FILE MANAGEMENT

CONSTRUCTION

PETTY CASH

REGISTRATION EVALUATION AUTHORISATION
AND RESTRICTION OF CHEMICALS (REACH)
REGULATIONS

MICROSOFT DYNAMICS AX

REQUISITION

HOBBIES

HIKING,SPORT,CYCLING,SWIMMING