



About Me:- Retail,Whole-Sale,Trading Professional with 18+ years of experience. During these years in Job Profile, I have specialized myself in various fields like Procurement & Supply Chain, Retail Operations, Marketing (ATL & BTL), Inventory Management, Training & Development & MIS. Currently I am working as a Procurement Officer with Everywhere General Trading LLC. A calm individual who firmly believes in positive thinking and have always been a go getter. I also possess strong analytical skills and very open minded which I believe makes me suitable for any kind of professional environment. I would like to work in an organization where I can enhance my skill sets and give the organization my best.

Mukesh Vitthal Pawar

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Date Of Birth:- 09th June 1983

Skill Highlights

- Strategic Management
- Category Management
- Negotiation Skill
- Supply Chain
- Analytical Skill
- Result Oriented
- Financial Acumen
- Vendor Management
- Project management
- Time Management

Education

- Year:- 2004 - Bachelor Of Arts
(Mumbai University)

Work Experience

Job Title:- Procurement Officer, 11/2022 to Present

Company Name:- Everywhere General Trading. LLC (DUBAI, UAE)

- Built relationships with vendors to negotiate ideal terms for purchases.
- Input, analyzed and reported on data covering all aspects of procurement operations.
- Setup and negotiated contracts to obtain favorable pricing and delivery structures.
- Developed and strengthened supplier relationships.
- Maintained current understanding of pricing structures, market conditions and trends in industry.
- Evaluated internal needs and developed plans for maintaining optimal supply levels.
- Evaluated supplier quotes based on purchasing procedures and competitiveness in quality, price and delivery.
- Reviewed and issued contracts and blanket purchase orders after choosing ideal vendor and drive procurement process.
- Identified new and more cost-effective suppliers through participation in industry networking events, purchasing advantageous packages and cutting costs.

Job Title:- Purchase Manager, 04/2026 to 10/2022

Company Name:- Melcom Group (Accra, Ghana)

- Buying and Merchandising Strategy/Planning
- Develop business & Promo plan for category in line with overall organization strategy keeping brands, vendors, branches, customer TG, and space planning and budgeting in mind.
- Develop the Terms of Trade for each vendor whereby all aspects of the business is taken into consideration from expectations, operational efficiencies, backend income opportunities to be clearly defined

Work Experience

- Identify new products for introduction to improve on range planning, margins within the store format, market demand and product availability.
- Ensure timely stock replenishment in all outlets based on CATMAN, POG & Sales rate to minimize OOS.
- Closely monitor the stock holding per concept and ensure that ageing stocks are maintained within parameters.
- Ensure that the category aesthetics, merchandising & VM is periodically updated to ensure appropriate displays and category flow.
- Responsible for Visibility Income, Branding and SOH (Space on Hire) Income.
- Identifying the competitors in each category and comparing various aspects with them.
- Approved or rejected prices, terms, and deliveries not in line with policy.
- Collaborated with key stakeholders to facilitate delivery and compliance with purchasing strategy.
- Established achievement targets and identified actions to reach objectives and operational goals.
- Negotiated contract terms with vendors to balance cash flow against possible price savings with technical and operational input from stakeholders and colleagues.
- Recommended market change solutions without compromising quality or service while optimizing cost.
- Solved diverse supply chain problems involving numerous sources, logistics and scheduling factors.

Job Title :- Sr.Department Manager, Dec 2012 - April 2016

Company Name: - Metro Cash & Carry India Ltd. Mumbai, India

- Sole responsible for reordering and replenishment of Food and FMCG categories for Mumbai Store
- Generating PO and continuous follow up with suppliers and GR Team for delivery appointments.
- Coordinating with Sales team & KAM for the Sales projections for Seasonal and fast-moving articles
- Preparing MIS to assist Sales Team and Operations team to generate Incremental Gross Sales
- Benchmarking with local and wholesale market, analysis and submitting reports on competition.
- Relationship management with principle key accounts and trade partners
- Strategize tie-ups and promotions with synergistic brands to generate buzz & additional footfall.

Work Experience

Job Title :- Asst. Manager Operations, April 2011 – Dec 2012

Company Name: - Easy Day, Bharti Walmart Ltd, Mumbai, India

- Acted on all aspects in Merchandising, Operations, Inventory control, Shrinkage control & Warehouse operations.
- Conceptualized strategic plans, budget, training and goals program to ensure optimum customer satisfaction, sales potential and Store profitability on an on-going basis.
- Ensured highest level of customer satisfaction by providing quality customer services and amenities within corporate standards.
- Performed competition benchmarking & took necessary corrections in pricing, quality & assortment.
- Analyzed the strategies and other required information's while building collaborative environment with the top management and advisors and reporting about the ongoing activities.
- Provide training to improve the knowledge base of the staff and utilize cross-training methods to maintain productivity when employees are absent.

Job Title :- Asst. Manager Operations, Sep-2007 -April 2011

Company Name: -Spencer's Retail Ltd, Mumbai, India

- Complete store operational requirements by scheduling and assigning employees following up on work results.
- Prepare annual budget, schedule expenditures, analyze variances, and initiate corrective actions.
- Identify current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Ensure availability of merchandise and maintaining inventories
- Market merchandise by studying advertising, sales promotion, and display plans, analyzing operating and financial statements for profitability ratios.
- Analyze sales figures and forecast future sales.

Job Title :- Sr. Floor Officer, Feb2004 – Sep 2007

Company Name: -Avenue Super Market- D-Mart, Mumbai, India

- Quality Check & Control at Receiving & Replenishment
- Merchandise Planning (Planogram).
- Worked flexible hours; night, weekend, and holiday shifts.
- Resolved problems, improved operations and provided exceptional service.
- Improved operations through consistent hard work and dedication.