



MISHAL SEQUEIRA

PROCUREMENT / SUPPLY CHAIN PROFESSIONAL

KEY ACHIEVEMENTS

PROFILE

I am a highly motivated individual with a warm and friendly demeanor; extremely passionate to constantly develop my skills and grow professionally. A Versatile Person, Adaptive to Rapidly Changing Environments & Complex Projects, Multi-tasking & skilled in working with diverse work cultures. Confident in my abilities with 15+ Years of Work Experience being an integral part of Management team for providing effective and efficient solutions and contributing to the establishment's long-term success.

CONTACT INFORMATION

Phone

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SKILLS / AREAS OF EXPERTISE

- Procurement / Materials Management
- Supply Chain Management / Logistics
- Inventory Management & Control
- Project Management / Planning
- Cost Effective Measures
- Orders Management
- Client / Vendor Relationship Management
- Vendor Management / Evaluation
- Negotiation

- **Strategist & Implementer** - Proven Track Record of Spearheading Operations pertaining to Supply Chain Management (SCM) / Procurement, Post-Order Management, Logistic Operations, Planning & Inventory Control; **Setting up Plans & Objectives** and Drive their Achievement by Demonstrating Ownership
- **Designing & Streamlining Sourcing Plans / Strategies**, Identifying the **Opportunities for Process Improvement & Efficacy, Providing Supply Market and Sourcing Advice Recommendations**
- **Understanding Business Trends, Evaluating & Assessing Risk** Scenarios and Other Factors Concerning the Supply Market
- **Translating Business Needs** and priorities into actionable logistics strategies and **endeavoring to Create Exceptional Customer Experiences**
- **Proficiently Collaborating with Stakeholders**, Cross-Function Partners to maximize synergies; **Implementing Strategic Supplier Alliances / Tie-ups to Deliver Profitable and Sustainable Growth**; Ensuring Legal, HSE, Regulatory & Quality Compliance in alignment with Organizational Goals
- Developing **Innovative ways for Negotiation**; Identifying ways to **Reduce Cost of Ownership / Employing Cost Effective Measures**
- Understand **Economies of Scale** - Negotiating, Finalizing and Establishing Long Term Supply Agreements, Freight & Custom Handling Agent Contracts
- Defining Strategies for **Optimum Utilization of Resources** by Frequently Evaluating Requirements & Maintaining **Minimal Inventory** at the same time Ensuring **On-time Availability of Materials**
- Proven Operational Excellence through **Consistent High Performance** all throughout the Career
- Possessing Sound Knowledge of **Import / Export requirements in Middle East**, Excellent **Proficiency of Commercial Terms & Conditions**, Familiar with Data Analysis Tools
- **Merit of Working with Major Clients & Vendors** in Middle East

WORK EXPERIENCE

Procurement & Logistics Manager (January 2017 – Present)

Andy Manhart Co. LLC, UAE

Company is a global leader in the supply of professional kitchen and buffet utensils to 4 and 5-star hospitality establishments.

Roles & Responsibilities:

- Devising plan for creating profits, building competitive infrastructures, synchronizing supply with demand, measuring performance for better results in terms of product availability & customer service in line with best quality standards & regulations.

- Problem Solving / Conflict Resolution
- Decision Making
- Team Building & Leadership
- Management Reporting / MIS
- Microsoft Office

EDUCATION

BBA in Supply Chain
(Ongoing)

Aviation Diploma

PERSONAL DETAILS

Date of Birth

12-Aug-1984

Nationality

Indian

Present Location

Dubai, UAE

Visa Status

Residence Visa Of UAE

Marital Status

Married

Availability to Join

30 Days

LANGUAGES

English

Hindi

Kannada

Konkani

Tulu

- Spearheading strategic service-based partnerships / business relationships with current and potential suppliers and service providers and Setting up new procurement & purchasing agreements (regional & international) with suppliers
- Leading negotiations with suppliers to obtain the complete bids as per the requested goods / services.
- Administering all transactions on Oracle Procurement functionality and training department staff on the same.
- Monitoring existing import or export process to ensure compliance with regulatory or legal requirements and suggesting process improvements
- Handling integrated logistics and supply chain operations, reverse logistics and on time shipment of precious and high value imports.
- Analyzing and resolving problems in the supply chain by managing mid- to long-term demand and resources in advance in order to establish an optimal supply chain.
- Overseeing the documentation of non-conforming materials, rejection and overseeing the returns process and implementation of corrective action.
- Developing and maintaining contingency plans in the event of unforeseen interruptions in the supply chain process, ensuring the mobilization of the same to provide uninterrupted service.
- Formulating reports for submissions to Director of Operations related to pending orders, order status and shipment report.

Purchasing Assistant (June 2007 – December 2016)

Roles & Responsibilities:

- Evaluating the quality of supplier's products within the region, Asia and Europe
- Working on the resolution of daily customs issues and customs documentation.
- Reviewing company supplier agreements including terms, payment, delivery & logistics to ensure efficiencies / cost reduction.
- Representing the company at exhibitions to stay up-to-date with industry trends and explore strategic alliances.
- Day to day management of a team of Procurement as well as Administration staff and ensured their productivity.
- Maintaining Databases (vendors, quantities, and prices) as well as performing analysis on key business metrics.
- Communicating freight information to customers / suppliers through use of electronic logistics marketplace / freight information systems to improve efficiency and cost outlay.
- Devising quotes, invoices, delivery notes, packing list, certificate of origin and all other EXIM documentation as required