



# Altaf Husain Gothe.

**PROCUREMENT & WAREHOUSE OPERATIONS EXECUTIVE**

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## **PROFESSIONAL WORK EXPERIENCE**

**TOTAL YEAR OF EXPERIENCE:** 16 YEARS (13+ YEARS IN UAE)

### **EMIRATES GENERAL TRANSPORT & SERVICE (GOVERNEMENT)**

**POSITION:** PROCUREMENT & WAREHOUSE MANAGER

**LOCATION:** DUBAI - UAE.

**DURATION:** JULY 2016 – AUGUST 2022

### **PROCUREMENT EXECUTIVE RESPONSIBILITIES:**

- i. Receiving purchase requisition from various departments, so communicating and understanding the requirement of PR from requestor.
- ii. Coordinating and sending inquiries to all vendors including 3rd party.
- iii. Follow up with vendors and ensuring quotations within two days.
- iv. Following up with the Vendors for Order Acceptance and checking all terms and acknowledge the OA.
- v. Forwarding quote to PR requestor and follow up for their approval.
- vi. Negotiating with the vendors for discount and credit terms.
- vii. Initiating Business Partner Registration Form for new vendors.
- viii. Creating vendor code for new vendor in Navision and linking to BP form.
- ix. Creating item code in the system for new items.
- x. Initiating CFO's approval for all PO's in system.
- xi. Releasing the Purchase Orders to Supplier after CFO's approval in the system.
- xii. Requesting the Proforma Invoice from the 3rd party suppliers.
- xiii. Coordinating with Accounts dept. for arranging the payments for vendors.
- xiv. Checking the readiness & dispatch dates for the overseas supplier & delivery date.
- xv. Advising the PR requestor on the readiness of the orders & updating them regularly until the dispatch date.
- xvi. Monitoring, Communicating & following up orders from the suppliers, request for shipping documents and share to logistics to dispatch the shipment.
- xvii. Advising Logistics Dept. to collect the shipment and following up the ETA & ETD
- xviii. Coordinating with vendor for custom clearance documents like COO, MTC, Invoice, and Original Shipping documents.
- xix. Linking the shipping documents BOE and PO's in the system after receiving email from warehouse dept.
- xx. Maintaining QC documents and shipping documents of each vendor for auditing purposes.

## **OBJECTIVES**

Procurement guidance, Warehouse & Supply chain management, Office management, International business handling (Import & Export), KPI handling, Logistic guidance, Lead business operations, Transport & Fleet management, Guidance for yearly budget setting & forecasting, Outsourcing guidance, Business Planning & development.

## **ACADEMIC CREDENTIALS**

**MBA:** Master of Business Administration in International Business from ITMS, Mumbai.

**B.Com:** Bachelor of Commerce in Financial Accounts, Purchasing & Management studies 2008, Mumbai.

## **COMPUTER SKILLS & CERTIFICATIONS**

ORACLE ERP, SAP

Tally

Office Automation and Internet.

Microsoft Outlook, E-Mailing, surfing.

MS-CIT &, D.T.P.

MS. Office (WORD-EXCEL-POWPOINT)

**Specialized:** VLOOKUP, Pivot Table.

## **COMMUNICATION SKILLS**

ENGLISH – Professional

HINDI & MARATHI- Native

ARABIC – Understanding, Reading

## **PERSONAL SKILLS**

Constantly focused, Problem solver, Optimistic, Socially confident, Prioritizing, Solutions focused, Identifying trends, Responsive & Adaptive, Positive & amicable, Personal leadership, Well organized, Influencing skills, Relationship building, Negotiable skill, Excellent leadership skills.

**OTHER INFORMATION****DOB:** 16/05/1988**NATIONALITY:** India**MARITAL STATUS:** Married**PASSPORT NO:** L4951135**UAE DRIVING LICENCE:** 1552151**VISA STATUS:** Visit Visa**VALID TILL:** 27<sup>TH</sup> April 2023**LOCATED IN:** Dubai, U.A.E.**JOIN:** Immediately Available.**WAREHOUSE EXECUTIVE RESPONSIBILITIES:**

- i. Monitor & review all activities pertaining to the Inventory Stores.
- ii. Maintain and update the material transactions
- iii. Issue of Materials, as per the requisitions
- iv. Ensure that all the materials are stored after incoming inspection by the quality team.
- v. Regular stock audits and quantity and quality monitoring of materials available in the store.
- vi. Reporting of shortage of materials or excessive stocks
- vii. Assist the procurement team in purchase process as and when required.
- viii. Coordinate with procurement team and assist in shipment tracking
- ix. Maintain best practices of material storage like FIFO
- x. Strategically plan and manage logistics, warehouse, transportation and customer services
- xi. Direct, optimize and coordinate full order cycle
- xii. Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- xiii. Arrange warehouse, catalog goods, plan routes and process shipments
- xiv. Resolve any arising problems or complaints
- xv. Supervise, coach and train warehouse workforce
- xvi. Meet cost, productivity, accuracy and timeliness targets
- xvii. Monitor yearly inventory and give as possible support.
- xviii. Give proper guidance to colleges as per job responsibilities.
- xix. Report General Manager / CEO about time to time basis activities.

**AHM AUTO SPARE PARTS TRADING LLC**

**POSITION:** BUSINESS DEVELOPMENT MANAGER  
**LOCATION:** DUBAI – UAE.  
**DURATION:** MARCH 2014 - JUNE 2016.

**WAZIRZAI GENERAL TRADING LLC.**

**POSITION:** ASSISTANT MANAGER  
**LOCATION:** DUBAI – UAE.  
**DURATION:** FEB 2012 - FEB 2014.

**AL RAHMANI BUILDING MATERIAL TRADING LLC.**

**POSITION:** ACCOUNTANT CUM PURCHASER  
**LOCATION:** DUBAI – UAE.  
**DURATION:** AUG 2008 – JUNE 2011.

**H.L.CHITALE AND CO. (CA FIRM)**

**POSITION:** ACCOUNT ASSISTANT CUM OFFICE ASSISTANT.  
**LOCATION:** MUMBAI – INDIA.  
**DURATION:** JUNE 2005 – JAN 2008.

**DECLARATION:** I hereby declare the above mentioned information is true and verifiable to the best of my knowledge. I bear responsibility for the correctness of the above mentioned particulars.