



TAUSIF ALI
PROCUREMENT, PLANNING & SUPPLY CHAIN PROFESSIONAL

Communication Details

Address

Plot No .70, Behind Farid Nagar,
Water Tank, Ayappa Nagar,
Bhilai, Chhattisgarh.PIN: 490023

Mobile

(+91)9806236410, 9691859809

Email id

tausif758@gmail.com

SKILL SET

- Demand Planning & Forecasting
- Inventory Control
- Supply Chain
- Expediting
- Comparative Statement
- Documentation
- Operations
- Vendor Management
- Team Management

TECHNICAL SKILLS

- “ERP Procurement module”
- “Power User” – MS Office (Word, Excel, PowerPoint)

EDUCATION

Bachelor of Engineering
(Electronics & Telecommunication)

PERSONAL INFO

- NATIONALITY: INDIAN.
- STATUS: MARRIED.
- DOB: 26th Oct 1988.
- PASSPORT: U 3 5 2 9 2 7 4.

LANGUAGE

ENGLISH, HINDI

EXECUTIVE PROFILE

Innovative Procurement, Planning & Supply Chain Management professional with over 10 years of experience In Purchase, Supply Chain & Inventory.

SUMMARY

- Ensure that all site operations are carried out in safe, productive manner.
- Prepare project timelines and make projection adjustments as necessary.
- Work with budget department to determine estimated operations expenses.
- Track the delivery of all project-related materials.
- Utilize logistics software to streamline operations.
- Consistent performer with a strong track record, positive attitude, with ability to handle assignment under high pressure.
- Responsibility of fully computerized & ERP procurement.
- Screening of Requisitions prior to forwarding for procurement In-charge.
- Material procurement Receipts, Physical inspection, Stacking, Inventory control & maximum level of critical & fast-moving items, maintaining all procurement documents.
- Manual and online Purchase order work.
- New Vendor Development, Price Negotiation with vendor, Inventory management, Material Delivery and payment etc.
- Skilled in managing service operations with view of maintaining minimum turnaround time.

WORK EXPERIENCE

Purchase Manager – Shree Nakoda Pipe Impex Private Limited (June 2023 to Present)

- Spearheading efforts across handling the Procurement of raw materials such as HOT ROLLED COIL, COLD ROLLED COIL, MS STRIPS, ZINC etc and Procurement of Store Consumable Materials.
- Purchasing of different Raw Material from the Government Firms like Steel authority of India Limited, Hindustan Zinc limited, NMDC Limited, etc & Private Parties like JSW Steel Limited, Tata Steel Limited, etc.
- Preparations of GRN, Quality Inspection, Material Bill Valuation and Transportation Bill Processing of Raw Material.
- Identifying potential sources of supply and driving purchase initiatives to conclude purchase contracts on Best Commercial Terms and conditions directly and through E-Auctions conducted by M- Junction & MSTC.
- Collecting the per month requirement of various grades of raw materials based on the consumption of each one in the Plant from the Process department and formulating the monthly procurement plan for purchase of the required raw material.
- Setting up the weekly, monthly, quarterly procurement plan.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Developing reports on procurement and usage of material for top management.

BUYER- M-Junction Services Limited (March 2023 to May 2023)

- Initiate and build up service delivery for designated client.
- Client relationship Management.
- Reduction of PR to PO Cycle time.
- Coordination with client for smooth operation.
- Ensuring timely delivery of material.
- Maintaining MIS reports.

Procurement & Planning Officer-Rama Udyog Private Limited. (August 2017 to March 2023)

RESPONSIBILITIES

Raw Material Procurement

- Spearheading efforts across handling the Procurement of raw materials such as Coal, Iron Ore, Dolomite, Mn Ore, Pearl Coke, Mn-O Slag etc and Procurement of Store Consumable Materials.
- Preparations of GRN, Quality Inspection, Material Bill Valuation and Transportation Bill Processing of Raw Material.
- Identifying potential sources of supply and driving purchase initiatives to conclude purchase contracts on Best Commercial Terms and conditions directly and through E-Auctions conducted by M- Junction & MSTC.
- Collecting the per month requirement of various grades of raw materials based on the consumption of each one in the Plant from the Process department and formulating the monthly procurement plan for purchase of the required raw material.
- Setting up the weekly, monthly, quarterly procurement plan.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Developing reports on procurement and usage of material for top management.

Vendor Development

- Effective management of vendor database.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments & handling vendor inquiries.
- Running programs to evaluate vendors based on the feedback from internal stake holders.
- Developing reports on various programs run for vendor development for top management.

Stores Management

- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing Standard Operating Procedures within the warehouse.

Procurement Engineer-Corefab Projects Private Limited. (August 2015–July 2017)

- Carrying out the operation of the materials management & Inventory Control /Responsibilities of fully computerized & ERP procurement and online purchase order.
- Procurement of all kinds of General consumable, Safety and Semi Tech Materials (CIVIL, ELECTRICAL & IT Consumables).

Engineer-Monnet Ispat & Energy Limited. (March 2012–July 2015)

- Purchase Order work, Reconciliation Vendor Statement with ERP &Manually.
- Stock Verification, Inventory maintenance & clearing back logs.
- New Vendor Development. Negotiation with Vendor for Rate, Delivery period and Payment terms and coordinating supply chain activities.
- Preparing RFQ's and forwarding it to relevant suppliers/agents to obtain Quotations.
- Planning for daily Consumable material for next one month.
- Preparing PO and PO releases.
- Budgeting: Monthly budget is prepared as per the requirement of project, Supply chain.
- Logistics: Looking entire logistics operation for overseas purchase. End to End supplier verification with logistic steam.
- Supply Chain: Handling independently entire supply chain process inbound & outbound.
- Ensure the Quality & Quantity of material purchase at site.

Graduate Engineer Trainee- SKS Ispat & Power Limited. (September 2010– February 2012)

Extra Curriculum Activities

- Participated in National level Technical Paper Presentation “TECHNOLOGIA 2008” held at M.P.C.C.E.T, BHILAI. (C.G).
- Participated in National Level Technical Paper Presentation in “JIGYASA-08” held at PRIYADARSHANI COLLEGE OF ENGINEERING, NAGPUR

DECLARATION:-Inhere by declare that the abovementioned information is true to the best of my knowledge & belief”

TAUSIF ALI