

JAFFER UDDIN SYED

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SUMMARY

Goal-oriented Procurement Officer adept at balancing supply needs with budget and operational requirements. Good researcher and multitasker with excellent judgment. Looking for a challenging role in a fast-paced environment.

SKILLS

- Spending oversight
- Supply chain planning
- Effective Communication
- Persuasion skills
- Writing and verbal communication
- Telephone and email etiquette
- Supply chain forecasting
- Product tracking
- Strategic Sourcing
- Price Negotiation
- Process Improvements
- Cost Analysis
- Vendor Relationship Management
- Supplier Relationship Management

EXPERIENCE

03/2018 - 01/2024

Store Keeper

Venkateshwara Flexo pact Ltd - Telangana, India

- Inventory Management & Control
- [Inventory Software, e.g., SAP, Oracle]
- Stock Replenishment & Ordering
- [Warehouse Management System, e.g., WMS, Manhattan]
- Receiving & Inspection of Goods
- Quality Assurance & Compliance
- [Logistics Coordination, e.g., Freight, Shipping]
- Record Keeping & Documentation
- Space Optimization & Layout Planning
- [Industry-Specific Safety Standards, e.g., OSHA, ISO]
- Team Collaboration & Communication

[Specialized Equipment Handling, e.g., Forklift Operation]

02/2012 - 02/2018

Head of Sales/Purchase

Best Cars Sales & Purchase - Telangana, India

- Developed and implemented a comprehensive sales/purchase strategy to ensure cost savings and compliance with regulations.
- Analyzed historical data and identified areas for process improvement.
- Negotiated with customer to optimize pricing, delivery times, and quality standards.
- Cultivates buyers by maintaining rapport with previous customers and suggesting trade-ins
- Turns customers into buyers by matching them with their ideal cars
- Qualifies buyers by understanding their requirements and interests and matching these interests to various car models
- Demonstrates vehicle features and takes customers on test drives

- Demonstrates automobiles by explaining warranties and services
- Close sales by overcoming objections, asking for sales, negotiating prices, and completing sales and purchasing contract.
- Created reports on sale/purchase activity including spend analysis, customer/dealer performance metrics, inventory levels.
- Assisted in developing long-term relationships with key customer/dealer through effective communication strategies.
- Updates job knowledge by participating in educational opportunities and reading professional publications.
- Applied industry best practices and company quality standards to deliver efficient, timely and quality.
- Documented all service records and customer information to foster accuracy.
- Provided guidance to junior staff members on various aspects of sales/purchase activities.

12/2010 - 12/2011

Assistant Purchase executive

Streit group of companies- Armored vehicles (Ras Al Khaimah-UAE)

- Negotiated contracts with vendors to secure the most favorable terms and pricing.
- Conducted daily inventory of warehouse stock.
- Maintained accurate stock records and schedules.
- Resolved service issues promptly, including coordinating and processing rectum.
- Planed and performed work that involved ordering, receiving, inspecting, returning, unloading, shelving, packing, labeling and maintaining a perpetual inventory of office supplies, and various maintenance tooling and equipment.
- Supervised material flow, storage and global order fulfillment.
- Developed strategies for procuring goods and services in compliance with organizational policies and procedures.
- Prepared daily, weekly and monthly procurement reports for supervisor review.
- Developed procurement budgets to reduce unnecessary expenditures.
- Built long-term relationships with company vendors and suppliers to secure optimal prices.
- Tracked company inventories and recorded item quantities in company databases.
- Spearheaded projects to enhance organizational capabilities and grow storage capacities.
- Communicated with shipping, management and sales teams to attain daily shipment goals.

NEGOTIATION SKILLS

- Proven track record of successful negotiation resulting in securing key partnerships, driving revenue growth & expanding customer base.

EDUCATION AND TRAINING

PERSONAL DETAILS

- Date of Birth :- 18 Mar 1987
- Driving License :- India(International)
- Driving License :- Qatar(Applied)
- Languages Know :- English, Hindi & Urdu
- Marital Status :- Married
- Nationality :- Indian
- Passport :- Y3440087
- Status :- Can Join Immediately
- Technical Details :- Basic Computer skills
- Visa Status :- Transferable residence permit

I am an enthusiastic, self-motivated, reliable and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadline.

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