



Parveen Singh

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Profile

Experienced in supply chain and logistics management across various sectors. Proficient in coordinating transportation, warehousing, and inventory control to ensure seamless operations. Skilled in optimizing distribution networks, reducing costs, and improving efficiency. Well-versed in utilizing technology and data analysis to enhance decision-making processes. Adept at managing vendor relationships and negotiating contracts for favorable terms. Strong communication and leadership abilities to foster collaboration and drive results. Committed to continuous improvement and staying abreast of industry trends to adapt strategies accordingly.



Qualification

Academic

- MBA
- PGDIBO
- B. Com
- Diploma in SCM
- Advance Certificate in EXIM
- Certificate in Six Sigma

Training

- Basics Sales Skills
- IT Awareness and Antivirus
- ERP (MS Dynamics, Oracle)
- MS office (Proficient 7/10)

Participation

- Flipkart Fleet Operation (India)
- Toyota Al Sayer warehouse (KW)
- Carriage Fleet Operation (KW)
- HORECA / GufFood



Achievement



Achieved up to 10-15% saving on overall purchase

Handled up to 300mt/12 FCL Import Volume per month



Rollled out 4 new Brands and Dropped 3 underperformers

Launched & Managed E-Commerce Platform (GourmetMe



Improved Inventory Turnover ratio by 0.11/396 days

Achieved upto 95% Fill rate (OFR)



Managed a fleet up to 50 Vehicles and up to 55 Drivers

Improved efficiency up to 17% and saved cost upto 7%



A significant contribution from Stores 3 to 27

Functional Support to ERP Implementation and Training



Key Skills

Purchase Management	Import Export	Vendor Management	Cost Management	Strategic Sourcing
Lean Management	Logistics Management	Inventory Management	Storage & Cycle Count	Order Fullfillment
Ownership Attitude	Proactive & Rational	Time Management	Leadership & Team Work	Adpatability & Flexibility
MIS	TQM	P2P	SWOT	KAIZEN



Career Path



LalMahal Retail pvt Ltd

Category Buyer
Feb'08 - Nov'12



GatiKwe Express pvt Ltd

AM Supply Chain
Dec'12 - Dec'15



Almalem KW

Executive - Supply Chain
Mar'16 - Mar'19



Food Choice KW

Executive - Procurement
Apr'19 - Feb'21



Al Mawashi KW

Sr. officer - Procurement
Mar'21 - Jan'24

AL MAWASHI (KLTT) KUWAIT

Senior Officer – Procurement

Mar'21 – Jan'24

FOOD CHOICE KUWAIT

Executive – Procurement

Apr'19 – Feb'21

Supplier Sourcing and Management:

- Assess suppliers for direct and indirect materials considering cost, quality, reliability, and delivery.
- Managed relationships with key suppliers, serving as POC for inquiries, negotiations, and issue resolution.
- Negotiate pricing, terms, and contracts to ensure alignment with organizational goals and objectives.

Procurement Process Management:

- Coordinate with internal stakeholders to forecast demand and understand materials Needs.
- Create purchase orders, track order status for timely delivery, and optimize inventory to prevent stockouts
- Supervise logistics operations, including receiving, inspection, and storage, to ensure adherence to SOPs.

Cost Savings Initiatives:

- Identify cost-saving and process improvement opportunities in procurement.
- Implement strategies to achieve savings targets based on analysis findings.
- Monitor KPIs, including cost savings, supplier performance and timely delivery.

Compliance and Risk Management:

- Ensure compliance with company policies, procedures, and regulatory bodies.
- Ethical sourcing practices, supplier diversity initiatives, and fulfilling contractual obligations.
- Implement contingency plans to minimize operational impact as needed.

AL MAILEM GROUP KUWAIT

Executive – Supply Chain

Mar'16 – Mar'19

- Coordinate and oversee operational functions including invoicing, deliveries, and payments.
- Manage and optimize vendor relationships, negotiating pricing, and preparing payment advice.
- Liaise with shipping agencies to ensure smooth import/export shipments and follow up on deliveries
- Track shipments and deliveries, ensuring timely arrivals and performing vehicle maintenance as needed.
- Implement inventory management techniques such as ABC analysis and cycle counts.
- Maintain accurate inventory records and ensure optimal stock levels to meet demand.
- Implement policies and procedures to optimize supply chain activities and enhance efficiency.

GATIKWE EXPRESS PVT LTD

AM - Supply Chain

Dec'12 – Dec'15

- Order processing (monitor order picking, packing, invoicing, and manifest).
- Stock take, reconciliation, replenishment, and optimization of inventory levels.
- Manpower (prepare duty roster, training, motivate/monitor performance).
- Outbound logistics (dispatching, track shipments, deliveries, route planning).
- Reverse logistics (maintain records, for damage, sales returns, and salvage).
- Vendor management, negotiation, consolidated bills, and payment advice.
- Supervise and participate in warehouse best practices, such as 5S, Kaizen, MUDA

LALMAHAL RETAIL PVT LTD

Category Buyer

Feb'08 – Nov'12

- Negotiating with vendors to secure favorable terms and pricing.
- Issuing purchase orders based on the best offers and maintaining accurate records.
- Assisting in the preparation of various reports related to procurement and inventory.
- Coordinating with inter-departmental teams to facilitate seamless procurement processes.
- Ensuring timely procurement of materials to meet demand and following up for timely deliveries.