

Krunal Mehta

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Resume Summary:

- Seasoned logistics and purchasing professional, 12 years of UAE experience
- Managing full cycle of shipment handling & customs clearance with the team of 2
- Extensive knowledge of documents & procedures for Import-Export shipment
- Has been managing office administration, document controlling & partly HR function
- Holding valid UAE driving license

Work Experience:

1. Centaur Security & Safety (A Zener Group Co.) - From Nov. 2010 - 9 years

Designation: Purchase Officer – Procurement & Logistics

Job Responsibilities: -

Responsible for the full cycle of understanding sales requirements, launching purchase queries as per specifications from empanelled international and local vendors, awarding the purchase orders and ensuring the delivery of goods via post purchase co-ordination with vendors and various authorities.

Also responsible for generating daily and weekly MIS and updating the respective management that includes department heads and General Manager of the company.

- Booking of sales requirements from projects department & trading department in to company software –FOCUS
- Launching purchase queries with various empanelled vendors located in UAE, UK Canada and US according to order requirements
- Obtaining vendors quotes and term & conditions for the launched queries
- Awarding purchase orders to selected overseas vendors and local suppliers
- Carrying out co-ordination with freight forwarders upon delivery of goods at foreign port and UAE customs upon arrival of goods locally
- Contacting local freight forward agent for delivery of goods to company warehouse
- Actively following up with international and local vendors in order to obtain the updated material / goods within defined TAT
- Liaising with government authorities like Chamber of Commerce and Customs in order to ensure smooth flow of Goods and materials from source to customers throughout the GCC
- Supervising team to ensure the right booking of inventory to company software
- Directing the team to co-ordinate with sales for delivery of goods to client & Finance department for accounts receivables and payables

2. *Shreeji Pharmatech, India (Jun 2009 - Aug 2010) – 1. 2 years*

Designation: Purchase Executive and Workshop Supervisor

Job Responsibilities:

Core job functions included supervising Production, Purchase of raw material, Quality controls, Inventory management and dispatch of machinery

- Purchase of raw material as per production requirement, Assembly process and Quality inspection of finished product and dispatch of finished goods to customers
- Handling Inventory records, storage systems, customer invoices and collection
- Handling payroll and overtime calculation of workers

3. *Al Zameel Décor, UAE (Jan 2007 - Feb 2009) – 2 years*

Designation: Purchase assistant & Site supervisor

Job Responsibilities: -

Key responsibilities included managing Projects of Interior Décor & Office Extension & renovation.

- Handling shipment movement and customs clearance of Decor materials imported from various supplier of Italy and other countries.
- Negotiate and purchase service from Technician and material from Supplier as per project requirement.
- Handling payment to suppliers and receipt from customer as per contract.

4. *Trinity Mechanical, UAE (Nov 2003 - Nov 2005) – 2 years*

Designation: Assistant turner

Job Responsibilities: -

As a part of auto section group, I used to look after the various jobs coming to the auto section. My exposure at Trinity was in the area completing jobs of connecting road, block boring & head facing of various types of automobile engines.

Educational Qualifications:

- Completed Higher Secondary exam (HSC) in April 2001 with 56%
- Obtained certification of Apprenticeship (ITI) in Sept 1997 with 99%
- Passed Turner exam from ITI in July 1997 with 70%
- Proficient with MS Office and FOCUS software for inventory management

Personal Details:

Date Of Birth: 8th Nov 1979

Marital Status : Married

Nationality : Indian

Passport No : U4506418
