



## **MUDASSIR ZAFAR**

**Address:**

204, Kohinoor Castle, Sector-9 Indira Nagar, Lucknow-226016

**Phone:**

+919307999997, +91-522-4326408

**Email:**

[zafar790@gmail.com](mailto:zafar790@gmail.com)

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### **PROFESSIONAL SUMMARY:**

About 9 years + experience in Procurement, Supply Chain Management, Inventory and Warehouse Management.

### **WORK EXPERIENCE:**

**SHALIMAR CORP LIMITED, LUCKNOW, U.P.**

**PURCHASE EXECUTIVE (From 01 Feb 2015-Till date)**

Jobs Responsibilities-

- Procuring building materials like Cement, Stone Gritt, Coarse Sand, Fine Sand and Bricks.
  - Responsible for procurement of power tools, fasteners and construction chemicals.
  - Responsible for purchase of various items which includes TMT Steel, Sanitary, CP fittings, Tiles, Electrical Items, UPVC Doors and Windows.
  - Procuring all types of spare parts for machines used in construction like batching plant ,concrete pump, JCB, Loader etc. with coordination with mechanical team.
  - Procuring cleaning and housekeeping items, office stationery, IT related items, oil,grease and lubricants etc.
  - Assisting the purchase head in procurement of fixed assets items.
  - Receiving purchase requisition (indents) from sites.
  - Working on the Farvision MM Module-ERP software.
  - Releasing Purchase orders, checking pending list, payment status etc. through ERP.
  - Classification of vendor on the basis of criteria like cost, quality,on time delivery etc.
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- Sending enquiries to suppliers.
- Receiving bids/quotes and prepare comparative statement.
- Floating requirement to supplier & take the quotation from the supplier within short period.
- Negotiating with supplier on basic price, Inco terms, payment terms and delivery time.
- Follow up with supplier with timely delivery of material as per their production time line chart.
- Reports preparation Indent VS Purchase Order VS Good Receipt Note.
- New item creation in ERP software.
- Preparing inter-location from ERP-Farvision goods which have been transferred from one site to another.
- Interaction with Stores & Finance to know the material status, stock analysis & payments.
- Monitoring data management to keep accurate product, contract, pricing and invoicing information.
- Handling entire supply chain management process.
- Managing excess and ageing stock.
- Coordinating the shipment of goods from the warehouse.
- Minimizing exposure to obsolete and excess stock.
- Monitoring the inventory to keep the stock level maintained.
- Handling all the logistics related work.

## **BIG BAZAAR - FUTURE GROUP, LUCKNOW, U.P.**

### **TEAM LEADER (From 21 April 2014 – 31 Jan 2015)**

#### Job Responsibilities:

- Updating the received materials in register and system.
  - Sending daily received PO, transporter details, Suppliers details to HO.
  - Cross checking the PO and supplied quantities.
  - Sending goods for in warding.
  - Checking the incoming goods (Quantity, damages, Number of boxes).
  - Checking security activities related supply chain (Register, Gate pass, challans and other documents).
  - Generating barcode's.
  - Preparing material requirement plan as per production floor needs.
  - Efficiently managing the inventory levels, for ensuring ready availability of stock.
  - Maintaining the stock of material without any variance by conducting perpetual stock verification and
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documentation.

- Stock entry.
- Managing stock levels across the whole supply chain.
- Setting supply chain goals.
- Managing the return of rejected products with the supply base.
- Investigating any logistics complaints.
- Implementing Standard Operating Procedures within the warehouse and training team members in maintaining the compliance.
- Effective replenishment of stock on the floor.
- Supervision of hard tagging under the guidelines of SOP's.
- Leading a team of 5+.
- Taking effective part in promotional offers of the company.
- Followed customers on purchases and suggested them new merchandise and upcoming events.
- Conducted one-on-one and small group training presentations for Sales Associates.
- Supported store operational activities.
- Conducted local area activities to promote company products and sales.

**FOSTER'S BUSINESS SOLUTIONS PRIVATE LIMITED AUTHORIZED DISTRIBUTOR OF DABUR INDIA LTD. LUCKNOW, U.P.**

**SUPPLY CHAIN EXECUTIVE (From 02 July 2012- 19 Apr 2014)**

Job Responsibilities:

- Managing daily operations spanning from order booking to order fulfillment.
  - Responsible for incoming of stock receiving and updating it into system.
  - Keeping a check on cash balances and credit control.
  - Maintaining customer satisfaction throughout the process.
  - Ensuring smooth supply of goods from the purchase/procurement phase till goods delivery to customers within a set time-frame.
  - Managing inventory to keep minimum stock at all times while making sure to never over-stock.
  - Forecasting market demand with sales staff and making adequate arrangements in stock levels and distribution resources.
  - Receiving the incoming stock and proper checking it while unloading.
  - Making necessary entries in MS-Excel.
  - Following up the FIFO method.
  - To keep an eye on manufacturing, expiry date of the products.
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- Following up with the retailers for the payment.
- Physical verification of stock on weekly basis.
- Monitoring data management to keep accurate product, contract, pricing and invoicing information.
- Communicating needs & objectives to managers & key personnel in procurement, logistics & distribution.

## **PROFESSIONAL QUALIFICATIONS:**

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- **Master of Business Administration** from **G.C.R.G.Group of Institutions** affiliated to G.B.T.U, Lucknow in the year 2012.

## **ACADEMIC QUALIFICATIONS:**

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- Bachelor Of Commerce (B.Com) from A.Islamia Degree College affiliated to Lucknow University in the year 2010.
- Intermediate from H.A.L.School (C.B.S.E),Lucknow in the year 2007.
- High school from H.A.L.School (C.B.S.E),Lucknow in the year 2005.

## **CERTIFICATIONS:**

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- Certificate in **Supply Chain Fundamentals: Understanding the Basics.**

## **COMPUTER LITERACY:**

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- Well Versed with **MS Office.**
- Working knowledge of **Enterprise Resource Planning (ERP).**
- Well Versed with **Internet Skills.**

## **AREA OF EXPERTISE:**

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- Procurement
  - Negotiation
  - Vendor Management
  - Supply Chain Management
  - Inventory control
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## PERSONAL DETAILS:

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Date of birth : 14 July 1990  
Marital Status : Married  
Nationality : Indian  
Passport Number : Z5868958  
Passport Validity : 10 March 2030  
Languages Known : English, Hindi and Urdu.  
Hobbies : Listening to music & watching movies.

**Place:** Lucknow,UP,India

**Date:**

(Mudassir Zafar)