

# **SACHIN AMLE**

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## **PROFESSIONAL SUMMARY**

An enthusiast buying professional, Specialist with excellent track records of an accomplishment. Having 15 years of rich experience in various roles and responsibilities. Majorly in buyer's associate role for buying/procurement functions in retail for Baby care, Kids wear Apparel (Fashion & Seasonal), Home ware & Furniture products. Clear understanding of buying & procurement functions along with PO, Vendors, Samples, Database management and excellent office automation, purchasing software skills.

## **CORE COMPETENCIES**

- Merchandise analysis
- Stock Distribution/Allocation.
- Negotiations.
- Purchase Order management.
- Vendor Management.
- Sample management
- Customer Service

## **CAREER HISTORY**

**Buying Assistant, at Baby shop (Landmark Retail), Dubai UAE.**

**Baby Basics & Fashion Clothing (Nov.2012 – June 2020)**

- Liaising with suppliers globally for RFQ's/ production/shipment/samples/orders.
- Stock/Sales analysis and generation of various reports to suffice buying plan requirements.
- PO management: High volume (2.5-3K options, 20-21M\$ seasonally) to support categories requirement. Update the database to ensure product range / information availability for retail operations.
- Monitor shipments highlight and resolve any concern with vendor and ensure timely deliveries.
- Sample management for review, range presentations, E-commerce and marketing events.
- Samples, lab dips, strike off evaluation, comments and approval with vendors.
- Assisting senior buyers in various ways new suppliers, product/brand source & establishment.
- Define basic portfolio gaps across categories and suggest merchandise recommendations.
- Inter department coordination (Logistic, planning, QC, designing on various correspondence)
- Regional/ local stores correspondence on allocation, launch, sales, feedback etc.
- Maintain the product portfolio/catalog and master data with merchandise history and samples.
- Monitor market trends, competitor strategies and update/implement wherever necessary.
- Launch plan creation of new items and specify to regional / local stores with execution guidelines.

**Buying Coordinator for Home Centre, Dubai UAE.**

**Furniture & Home ware (October 2004 – May 2012)**

- Assisting buyers in buying plan execution and update range plan for assigned category.
- Maintain the stock by timely planning & replenishment.
- Stock analysis/distribution/allocation.
- Vendor coordination on various correspondence.
- Assess quality of stock received and escalate discrepancies to vendors and management.
- Retail pricing for assigned category as per strategy and maintain targeted margin.
- PO & PI processing. Input & complete all product information required for retail operations.
- Maintaining procurement documents in a systematic and auditable fashion

**EDP Executive at Lifestyle International Pvt. Ltd. Mumbai, India  
(Feb-2003 to Oct-2004)**

- Purchase order preparation & GRN report generation
- Stock Monitoring, Allocation & Transfers to various outlets based on real figures & Forecast movement patterns
- Regular data filtering & Analyzing and decide timely strategies to optimize given targets
- Communicate with corporate office and showrooms on regular basis on various Correspondence

**DTP Operator at Neel Kamal Communications: Advertising/Design Studio, Mumbai, India  
(Sept-2001 to Feb-2003)**

- Visiting Cards layouts, Wedding/ Invitation Cards, Letterheads, Logo Designing
- Project Reports for engineering & other Medias with the utilization of PageMaker, CorelDraw, Photoshop, MS Word, Excel & PowerPoint.

**Computer Skills,**

- Application Software MS-Office (Word, Excel, PowerPoint)
- PLM, ORMS, HTML, Oracle, Google Analytics (Beginner)

**Personal Strength**

- Passionate to experiment new things
- Positive attitudes and risk taking
- Strong interpersonal, Written/Verbal communication skills
- Analytical & Negotiation skills
- Fast adaption of organization obedience and culture
- Easy approach towards personals regardless of given boundaries

**Education**

**CPP-Certified Purchasing Professional: American Purchasing Society – Dubai, UAE,**

- Majored in Procurement/Purchasing

**Diploma: Elect. Technology Govt. College of Industrial Training - Mumbai, India**

- Graduated with Distinction
- Majored in Electrical Technology

**Personal Details**

- Date of Birth 16th April
- Nationality Indian
- Marital Status Married
- References Available on request