

SACHIN AMLE

Dubai, UAE
050-809-1498 - amlesachin@gmail.com



PROFESSIONAL SUMMARY

Enthusiastic Administrator and Data Entry professional eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Database management, Data review, evaluation with accuracy and good typing speed.

SKILLS

- Database Management
- Fast Typing skills
- Accurate & Detailed
- Data review & Evaluation
- Vendor relationship management
- Purchase Order Management
- Report Generations.
- Discretion with confidential data.

WORK HISTORY

11/2012 to 06/2020 **Buying Admin**

Baby shop (Landmark Retails) – Dubai, UAE

- Updating the PLM soft wear with accuracy and in given timeline by encoding and capturing the data/Images from various sources.
- Data Compilation and generation of various reports with accuracy for buyers & senior buyers.
- Vendor coordination for the Invoices follow ups and matching the same with buyers data and make sure they are within the specifications.
- Preparation of Purchase orders and documents in accordance with the Company SOP.
- Maintaining product portfolio and product master files which includes completed merchandise history along with samples.
- Maintaining procurement documents in a systematic and auditable fashion.

10/2004 to 05/2012 **Buying Coordinator**

Home Center LLC. – Dubai, UAE

- Assisting buyers in Managing OTB and proper planning & replenishment
- Stock Analysis
- Distribution/Allocation
- Vendor coordination and negotiate orders
- PO Management
- Product pricing and maintaining target margin

02/2003 to 10/2004 **EDP Assistant**

Lifestyle International Pvt. Ltd – Mumbai, Maharashtra, India

- 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

09/2001 to 02/2003 **DTP Operator**

NeelKamal Communications: Advertising/Design Studio – Mumbai, India.

- 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

EDUCATION

01/2017

CPP-Certified Purchasing Professional: Purchasing, Procurement, And Contracts Management.

American Purchasing Society – Dubai, UAE

- Majored in Procurement/Purchasing

06/1997

Diploma: Elect. Technology

Govt. College Of Industrial Training - Mumbai, India

- Graduated with Distinction
- Majored in Electrical Technology

READING, LISTENING TO MUSIC

Love to read biographies of successful individuals, and listening soothing & classical Music,

PERSONAL DETAILS

Nationality: Indian

Marital Status: Married

Date of Birth: 16th April 1977