9979225961

tofikhusenshaikh183@gmail.com

36,Pakiza Society(Avkar-
2),Ramnager Rander Road,Surat-
395005., Surat, 395005, United
States

Tofikhusen Shaikh

EXECUTIVE - PROCUREMENT

EDUCATION

B.COM
VNSGU
Surat
2005

ABOUT ME

Professional and experienced in Stores & inventory Work with a strong commitment to and maintenance of ,rigorous quality assurance practices.Ten years of experience in packing & Dispatch Management,Inventory Management,Secondary Material Declaration & Dispatching. Computer job work,Inventory Reconciliation & Daily producation updating. Seeking a suitable long term position in the industry which will utilise existing skills & offer scope to further develop & learn.Able to adapt to analysing existing processes as well as recommend opportunities to continously improve performance.

REFERENCE

Sayeed Shaikh
9979101522

LANGUAGES

English

Gujarati

Hindi

WORK EXPERIENCE

Incharge- Warehouse
Essar Steel Private Limited (3rd Party) / Hazira / Jan 2006 - Dec 2015

1. Warehouse for BPO
2. Packing & Dispatch Management,Inventory Management, Secondary Material Declaration & Dispatching.
3. Computer job work,Inventory Reconciliation,Daily Producation Updating.
4. Material Loading & Unloading,Production Report Check & Update.
5. Working in Coil Management,Fild work supervision.
6. Handling All types of Material like Coils & Packs(Exp & Dom).
7. Packing Confirmation.
8. Completed Supervision over all job & labours related to Stores, Ware House & Clerical Jobs.
Software:

SAP(MM Module)

SKILLS

Microsoft Windows

SAP CRM

Closing (Sales)

Quality Assurance

Reconciliation

SAP (HANA)_MM Module

Executive - Procurement
Detox India Private Limited (Operated by Veolia) / Surat / Dec 2015 - Present

1. Material & Service code creation in SAP.
2. Developing new vendors.
3. Floating inquiries to vendors.
4. Prepare comparison sheet and negotiation.
5. Create RFQ And PO/SPO.
6. Finalizing order after discussion with Purchase head.
7. Generate Purchase order in SAP.
8. Stock verification at site.
9. Open GRN Closing.
10. Open PO/SPO Closing.
11. Daily Open PR Status Check.
12. Advance Payment Request Updated.
13. GST Portal Sheet Updated.
14. Ensuring the timely delivery of material by communication with supplier and plant.
Software:

SAP HANA (MM Module)