**Mohammed Atif Dalvi**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CAREER PRÉCIS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A dynamic & result oriented professional with over 8 years experience in Purchase. Experience in purchase activities (Forecasting, Planning & Execution). Skilled in selecting and negotiating with suppliers on the basis of quality, timely supply and credit terms etc. Analysing the supply chain activities using Oracle 11i. Expertise in developing local vendors. Thorough Negotiations to bring down the purchase cost in line with the current industries practice.

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* Presently working in GTL Infrastructure Ltd. ***(Global Group Enterprise)*** as an ***Senior Executive Purchase (SCM)*** since Jan 2014- Till Date.(Industry: Telecom– Passive Infra)
* Worked with Global Proserve Pvt. Ltd. ***(Global Group Enterprise)*** as a ***Executive SCM – Partner Relation Management*** Feb 2011- December 2013. (Industry : Telecom– Passive Infra)
* Worked with ***Thyrocare Technologies Limited*** as a ***Executive*** June 2009- January 2011. (Industry : Medical Lab)
* Worked with ***Green Point Tech Services*** as a **Data Analyst**April 2007 to May 2009 (Industry : BPO)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PERSONALITY TRAITS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Adaptability & Positive Attitude
* Pro Active & Commitment
* Focus on priorities & Understand technology on a Macro level

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_KEY RESPONSIBILITIES HANDLED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GTL Infrastructure Limited (Global Group Enterprise) as an Sernior Executive Purchase (Industry: Telecom – Passive Infra)**

**Purchase Operations / Vendor Development:**

* Procurement of DG, AC, AMF, Battery Bank, SMPS, Cable, Stabilizer Rectifier Modules & Filter kits.
* Procurement of Up-gradation Services, DG CAMC, Filter kits.
* Reporting directly to the General Manger & Sr. VP , assist with vendor selection and proposal evaluations and finalizing the rate and quantity with G.M - Commercial and getting approval time to time.
* Scrutinize the Indent & Clearing indents from online indent system.
* Responsible for Preparation & Execution of purchase order of approved Indent from all stack holders.
* Ensuring minimum cost to the company for all procurements within approved CAPEX & OPEX Budgets.
* Source, select, collecting quotations, evaluating supplier and Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
* Evaluating vendor performance based on PQD (Product/ Quality/ Delivery) for higher quality of services from vendor.
* Retaining/ deleting of vendors based on vendor performance evaluation.
* Negotiation with suppliers for cost reduction to achieve the planned savings.
* Effective negotiation on price increase proposals from the supplier in line with the market competition.
* Introducing & Development of new vendors for healthy competition.
* Managing logistics functions, negotiating with transporters & clearing agents for cost effective transport solutions & clearances.
* Preparing the comparative chart & compare the quotes for each & every materials.
* Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
* Preparing Annual Rate Contract with suppliers & Renewing contracts within due date.
* Intimating user team to raise Indent/PRs for renewal of Contracts and AMCs.
* Coordinate & Follow–up with suppliers to ensure on-time delivery & for Rejection / Shortage.
* Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
* Coordinating/Intimating user team to raise Indent for renewal of Contracts and AMCs and Renewing contracts within due date.
* Purchase and issue order in accordance to specification.
* Source for new parts, suppliers or sub-contractors when the need arises.
* Providing MIS, Monthly Procurement, Inventory , report to Management about transactions made against each category.

**Proserve Pvt. Ltd. (Global Group Enterprise) as an Executive Purchase**

**(Industry: Telecom – Passive Infra)**

**Purchase Operations / Vendor Development:**

* Developing and sourcing vendor for civil, electrical, EB and O&M activity.
* Preparing purchase order, work Order, rate contract relating to all activities like for Civil Work, Electrical Work, Erection Work, EB etc
* Negotiation and contract finalization.
* Invoices processing of various activities.
* Preparing MIS of Service Order/Purchase Order activity wise.

**ThyrocareTechnologies Limited** **as an Executive**

**(Industry: Medical Lab)**

**Warehouse Operations:**

* To ensure about the proper receiving of invoice by customer.
* Verifying the daily inventory movement.
* Tracking of inventory from its origin to its final destination.
* Keeping record of all receipt and dispatch of material daily wise.
* Coordinating with field Officer about the proper delivery of material at locations and resolving their query.
* Project wise MIS reporting to Project Manager.

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* Awarded with Certificate of “***Passion for Action***” for Excellence and outstanding support.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IT SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Expertise in Word, Excel, and Power Point & Working knowledge of Oracle R11

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* Pursuing **MBA in Operation** from Sikkim Manipal Distance Education from Eduway Academy, Belapur.
* B.Sc. from C.K.T College, Panvel Mumbai

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| Date of Birth  | 24th April, 1986 |
| Present & Permanent Address  | Al-madiya Resid., M.G Road , Patel Mohalla, Panvel Navi Mumbai, - 410206 |
| Languages Known  | English, Hindi, Urdu & Marathi. |
| Marital Status  | Single |
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I assure that the above said are true to the Best of my knowledge and any other details will be produced on request

Date: (Atif Dalvi.)