**Dilawar Ali**

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 **Dubai**

**Summary**

* Masters in Commerce with More than **Eight years’ experience (More Than Six Years in UAE & One Year three month in Pakistan)** Purchasing Management, Stocks & Cost Management.
* Demonstrated success in achieving an appreciable increase in the company’s profit and growth with effective cost-saving purchasing.
* Client management, Purchasing, Inventory & Cost management in multi-dimensional Companies

**Experience profile**

**BinHendi Enterprises** (May 2018- March 2019) **Dubai**

**Working at Bin Hindi Procurement & Cost Management.**

* Participate in the tendering, evaluation, awarding and monitoring of the general Cost affecting procurement and centralized service contracts.
* Obtains quotes from different suppliers, provide a comparative analysis of the quotes received in terms of quality, price, and other terms and conditions on finalizing the supplier.
* Arranges to issue Purchase Orders and formalizing all works contracts as per procedures.
* Assisting to Accounts & finance Department for payments.
* Negotiating with Suppliers to obtain the completive prices as per the requested goods/services.
* Comparisons of supplier for better pricing & services also.
* Follow up with the suppliers to ensure timely delivery of orders placed.
* Maintain records and new prospective vendor details and use this data to source alternative supplies at the most advantageous terms in relation to availability, cost and delivery periods.
* Ensure relevant Term & policies are effectively communicated to Vendors.
* Provides reports to the Sr. Management on vendor performance.
* Maintain records on purchase price information on both open market and contract purchases and revises these as conditions change; opens contracts for re-bidding when needed.
* Supervising purchase order payment recommendations in accordance with the agreed terms and conditions, monitoring scheme costs and projected expenditure.
* Meeting arrangement, Preparing Agenda Points for meeting, minutes of meeting and finalizing it.
* Submitting Cost Saving Reports to the Top-Level management.
* Assisting to Retail fashion Team for back support in their operations.
* Promoting & Supporting Operations Team in term of new Item suggestions for up selling.
* Managing drivers for urgent deliveries to the outlets to support operation team.

**COVE BEACH (AMZ GROUP) (JUMEIRAH BEACH HOTEL) (May 2015-May 2018) Dubai**

 **Worked at Cove Beach as Procurement** **& Cost Controller Executive.**

* Worked on Cost effective prices for operation and contract management.
* Implementing purchasing and contract management instructions, policies, and procedures.
* Review the daily intake of products and ensure accurate pricing and quantity of goods received
* Prepare the costing for recipes and menus prepared by the Executive Chef and suggest the selling price. **Achieved 20 % Gross Food Costing for Month**.
* Monthly sales, stock, Discounts, Complimentary and Purchasing Reports.
* Prepare daily flash report of food costs with compare to budget.
* Handling Contracts of services, Maintains, Food & beverages.
* Demonstrating responsibility for all procurement activities of Restaurant, Events and with pre-opening experience
* Coordinating with finance for any financial and payment related matters.
* Events back support in regards of arranging technical suppliers, catering, Decorations & printing stuff to ensure event has to be well organize.
* Negotiating with Suppliers to obtain the completive prices as per the requested goods/services.
* Implementing & Following Approval Method of Authorized designations as per department.
* Dealing with suppliers' returns/credits, & customers' returns/credits.
* Supervising orders for stock, processing purchase orders.
* Analyze market and delivery systems in order to assess present and future material availability

**Spicy Hut Restaurant (Sep 2014- Feb 2015) Abu Dhabi**

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 **Worked at Spicy Hut Restaurant Service as a Purchasing Executive.**

* Doing purchasing for the food Items & others which Necessary.
* Staff handling, supervising, checking performance of employees according to their abilities.
* Making a costing, Pricing of Menu as a back support
* Doing Inventory Management, issuance, maintaining Stocks.
* Dealing with invoice queries, passing supplier invoices.
* Dealing with suppliers' returns/credits, & customers' returns/credits.
* Stock issuing procedure followed by Department.
* Placing orders for stock, processing purchase orders
* Reporting to Concern Persons regarding all day to day activities.
* Documentation up-to-date in Soft copies & hard copy as well.
* All Receipts & payments checking end of Week.

**Mermaid Catering Service (April 2013-August 2014) Abu Dhabi**



 Worked Before Mermaid Catering Service as a **Stock Supervisor.**

* Use standard method of issuing in store.
* Work with management and staff to ensure cost effective pricing and generate

 Positive revenue For Company.

* Racking, shelving, municipal compliance for food/nonfood storage and deliveries
* Check invoices of stock match with product according to LPO.
* Preparation of Purchase Orders and Invoices
* Monitors and develops monthly reports of revenues and expenditures for projects.
* Making Costing of food and also help to reduce cost.
* To attend weekly Accounting & Finance Meeting.
* Implementing internal control procedures covering all activities of the site.

**Dzone Restaurant (Daewoo) (Pakistan)**

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More than One-year three-month experience as a **Purchasing Officer.**

* Making Requisition of Stock as per demand.
* Coordination with Supplier for the delivery.
* Get the Quotation of Items and ask for the minimum rate with good quality
* Voucher posting in modify software.
* Making time sheet, Duty roaster and other clerical work of site.
* Inventory Check at daily basis and report to senior.
* Preparation of Purchase Orders and Invoices
* Monitors and develops monthly reports of revenues and expenditures for projects.
* Making Costing of food and also help to reduce cost.
* Implementing and streamlining the internal control procedures covering all activities.
* Inform to senior about all activities relevant to work.
* Documentation & Filing daily basis update.

**Professional Qualification**

* **Masters in commerce (2012)** Islamia University Bahawalpur. (Pakistan)

* **Graduate in commerce. (2009)** Islamia University Bahawalpur. (Pakistan)

**Computer Proficiency**

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| * **MS office**
* **MS outlook express**
 | * **ICG Manager**
* **FMC (Fidelio)**
* **SAP**
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**KEY SKILLS**

**Procurement,Cost Managament,Stock management,Ivnentory Management,negotiation skills,vendor management,Team Management,Sourcing,Buyer,Reporting,product costing,events Costing,purchsing,Pre-opening,Adminstration,Contracts management,Cost Controler,Food & beverages,Hospitality.microsoft office,Vlookup,e-buying,e-purchasing,cost control,**

**purchase executive,procurement executive,procurement officer,purchase officer.**

**customer service,**

**PERSONAL INFORMATION**

Marital Status : **Single**

Nationality :  **Pakistani**

Skype Id :  **heavenheart143**

UAE License Holder**: Light Vehicle Driving License**