

MANZOOR ELAHI

BCA, MCA

4 years of experience in Procurement Operation

(Operating Systems - XP/Vista/7/8, Linux, MS - DOS
Programming Languages - C, C++, JAVA, Android
Packages - Microsoft Office, Microsoft studio, Adobe
Photoshop)



(Business Visa with NOC)

Address for Communication:

Mansoor, Doha, Qatar

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OBJECTIVE

To pursue a challenging career in an organization within my chosen field which fosters values, team work, personal initiative, continuous learning and creativity where my skills and abilities can be utilized effectively along with nurturing growth, both professionally and personally.

PROFILE

A solution oriented Procurement Manager who can formulate and drive a consistent approach towards all sourcing, purchasing and tendering activities, so as to ensure value for money is maximized and cost savings generated. I am expert too at delivering individual solutions to specific problems by combining ingenuity and integrity. I will always ensure that all purchasing activities support and strengthen the strategic objectives of the overall organization. Right now I would like to join a company that considers its people as the most important asset.

CORE STRENGTHS AND COMPETENCIES

- Strong leadership qualities coupled with interpersonal skills. A team player in essence, capable of motivating a team to meet organizational goals.
- Developing and managing a Procurement department.
- Ability to critique and understand vast amount of data.

- Adept at getting things done diplomatically.
- Flair for connecting with people, positive, confident and friendly demeanor with high level of integrity.
- Excellent analytical, managerial and soft skills.
- Excellent communicator and proactive abilities.
- Confident in presenting to decision makers in both public and private organizations

PROFESSIONAL EXPERIENCE

March 2016 - February 2019

Procurement Associate II- Hewlett Packard Enterprise, Bengaluru.

- Conducting research via trade publication, the Internet, catalogues and trade shows to identify potential suppliers.
- Working closely with the warehouse teams, trade counter people and mail order staff to keep an eye on what's selling and what's not.
- Ensuring that all goods and services purchased comply with the company's social sustainability policies.
- Generating and implementing purchasing strategies.
- Managing purchase requisitions and orders.
- Preparing purchase orders and subcontracts.
- Managing existing vendor and supplier relationships.
- Responding to external and internal supplier inquiries.
- Approving bills of payment.
- Having meetings with potential suppliers and asking them searching questions.
- Managing returns, damage replacements and warranty claims.
- Conversion of purchase request to purchase order (PR to PO).
- Maintaining relationships with internal counterparts to support the alignment of procurement activities (factory, logistics, finance and internal orders)
- Helping team with IT related stuff.

March 2014 - June 2015

Process Associate - Concentrix Daksh Pvt. Ltd., Bengaluru.

AREAS OF EXPERTISE

- Sourcing products

- Vendor management
- Negotiating
- Identifying suppliers
- Deal making
- Supply chain

PERSONALITY TRAITS

- Proactive
- Organized and ethical
- Honest and hardworking
- Courteous but firm character

ACADEMIC QUALIFICATIONS

June 2014: Master of Computer Applications (MCA), Bridhavan College, Bangalore University.

June 2011: Bachelor of Computer Applications (BCA), S J College, Bangalore.

May 2008: PUC (A levels), S J College, Bangalore.

May 2006: SSLC (O levels), B M S Institute, Bangalore.

PERSONAL INFORMATION

Date of Birth: June 17, 1990
 Father's Name: Zaferulla Shariff
 Passport No.: N4716141
 Visa No: 382019189434
 Languages Known: English, Hindi, Kannada, Urdu, Tamil
 Marital Status: Married
 Nationality: Indian
 Religion: Muslim
 References: Available on request
 Driving License: Yes
 Date of joining: Immediately

