INDU AMRETH

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Profile

Effective and forward-thinking *Operation-Procurement* Manager, bringing forth valuable industry experience, and the skills to achieve real results. With nearly 18 years of work experience, 13 years of which is in operations, I bring forth the ability to effectively oversee all processes related to the advantageous procurement of goods and services. Adept in developing key relationships with strategic partners, and committed to working to ensure the company continually moves in the right direction. Certified Google Data Analyst Professional, proficient in Data Analysis with Knowledge of SQl, Spreadsheets, Tableau.

Core Competencies

- Business Development Strategies
- Strong Communication Skills
- Problem Solving Skills
- Market Research Skills
- Strategic Sourcing Skills
- Effective Management Skills
- Strong Negotiation Skills
- Accounting Skills
- Risk Management
- Leadership Skills

Work Experience

MAKS GLOBAL, Dubai **(Apr 2015 – 2024)**

Maks Global is an FMCG Company, head quartered in Dubai, UAE. They have their operations in the GCC Countries and North African region. The company is into the Manufacturing of Point of Sales Consumables and Consumer Foods.
Promoted as their *Operations Manager (Procurement)* for the MENA region.

- Planning, organizing, directing and running optimum day to day operations to deliver business expectations
- Responsible for all Business Metrics-Cost, Quality and Delivery
- Develop and implement sourcing strategies for raw materials and packaging materials.
- Attend International Trade fairs in different countries to meet up with potential Suppliers.
- Understand the business needs and formulating the best sourcing strategies.
- Implement Strategies in alignment with the Management decisions and provide a clear sense of direction and focus to achieve the plan.
- Evaluate potential suppliers based on their track records, product quality and further negotiate best terms and conditions with suppliers to ensure that they align with the company policies.
- Continuously monitor market trends and pricing fluctuations to identify cost saving opportunities and implement cost saving strategies while maintaining the highest level of product quality.
- Utilize Procurement software and tools to gather and analyze data related to procurement activities, supplier performance and prepare regular reports for management to aid in decision making.
- Provide timely updates to the operations lead covering current or forecast production issues that may impact resources, requiring either increase, decrease or re-allocation of capacity.
- Manage the purchasing and Planning departments effectively to ensure that planning is done effectively on purchasing lead times of raw materials into the factory and daily updates are inputted to the system.
- Be accountable for driving the company's processes, policies, procedures, objectives and goals and ensure that the staff take responsibilities for their actions.
- Lead daily meetings with the team to discuss upcoming work and any issues that may be raised for discussions.
- Responsible for the personal development of the team members by providing ongoing training and mentoring to the team, as needed and maintain best practice culture at all times.

Work Experience

MAKS GLOBAL, Dubai **(Apr 2010 – June 2015)**

Maks Global is an FMCG Company, head quartered in Dubai, UAE. They have their operations in The GCC Countries and North African region. The company is into the Manufacturing of Point of Sales Consumables and Consumer Foods.
Joined Maks Global as *Procurement Officer*.

- Maintaining relationships with vendors and negotiating contracts with them to ensure they are meeting quality standards and can deliver on time.
- Communicate the company business objectives to suppliers.
- Negotiating prices with suppliers in order to get the best possible price while maintaining high quality standards and service levels.
- Establishing and overseeing inventory control procedures to ensure that items are available when they are needed.
- Take all necessary measures, when possible, to reduce cost without compromising quality and standards.
- Prepare and review contracts, bids, RFQ (Request for Quotation), RFI (Request for Information) & RFP (Request for Proposal), and suppliers' agreements for commercial terms/conditions, and acceptability of items with pre-set specifications.
- Evaluate and manage relationships with strategic suppliers to minimize cost and maximize benefits.
- Coordinating with third party contractors for specialized services such as labor, security, landscaping

Lloyds TSB Bank, Dubai **(Dec 2007- Jan 2009)**
Worked with Lloyds TSB bank as *Trade Finance Officer*

Abu Dhabi Commercial Bank, Dubai **(Jan 2007-Aug 2007)**
Worked as a *Junior Officer* in the Trade Finance Services Section

M/s. Citibank, Dubai **(June 2005- Dec 2006)**
Worked as *Customer Service Officer* (CSO) in the Corporate and Collections Department, handling products such as Corporate Loans, and Credit cards

Educational Qualification

B.Tech in Electronics and Communication, Pondicherry University
M.B.A in Business Analytics, SRM University

Certifications

Google Data Analytics Professional Certificate (ongoing)

Personal Information

Date of Birth	:	05 April,1983
Place of Birth	:	Kerala, India
Place of Residence	:	Dubai, UAE
Nationality	:	Indian
Marital Status	:	Married

Languages Known

English, Hindi (Read, Write, Speak)
Malayalam, Tamil, Telugu (Speak)

Interests

Painting, Reading, Travelling
Certified Level 2 Reiki Healer