

## **Curriculum Vitae**

Balbale Shoeb  
8/A102, Amrut Nagar  
Jogeshwari West,  
Mumbai – 400102.  
Phone – 0091-8669167967 (Whatsapp & Call)

### **Career Summary**

- More than 15 years of experience in various facets of procuring materials from national and international markets.
- Experienced with inviting and allotting tenders.
- Expertise in developing local vendors, reducing the cost of procurement of material.
- Experienced with implementing systems of inventory management avoiding over-stocking or wastage.
- Working knowledge of SAP.

### **Key Skills**

- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national and international market.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Inviting and allotting Sub contracting works.
- Liaison with the site team to maintain optimum inventory.
- Liaison with finance department for timely payment of bills.
- Freight & Clearance for Import Shipments.
- Developing reports on procurement and usage of material for top management.

### **Vendor Development**

- Effective management of vendor database.
- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Development of new vendors.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments & handling vendor inquiries.

### **Stores Management**

- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing Standard Operating Procedures within the warehouse/stores.
- Regularizing material receipts and ensuring the fluidity of stocks from stores to site.

## Summary of Experience

- Currently working with Schach Engineers Pvt Ltd since March, 2023 till date as Manager Purchase, Stores & Logistics.

**Industry – Manufacturing of Scaffolding, Foamworks.**

- Worked with Meera Investments Ltd (Ruparelia Group) Uganda as Purchase, Stores & Logistics Manager from 13.12.2020 to 15.12.2022.

**Industry – Construction - High rise Towers, Commercial Buildings, Resorts, hotels, Residential Apartments.**

- Worked with RBBR Infrastructure Pvt. Ltd (Bangalore) as Sr. Manager – Purchase (Infrastructure) from October, 2018 – November, 2020.

**Industry – Manufacturing of RCC Products.**

- Worked with Sanchaya Land & Estate Pvt. Ltd (Bangalore) as Manager – Purchase (Civil Construction & Interiors) from April, 2015 – Till October 2018.

**Industry – Construction - High rise Towers, Commercial Buildings, Resorts, hotels, Residential Apartments.**

- Worked with GICI Qatar. (Doha) as Sr. Executive Procurement, since March, 2012 till February, 2015.

**Industry – Construction & Interiors - High rise Towers, Commercial Buildings, Resorts, hotels, Residential Apartments.**

- Worked in Qatar – Doha worked with Gulf Office Solutions as a Stores Manager since 15th March'2010 – 10th January' 2012.

**Industry – Wooden & Joinery Works**

- Worked with Al-Jabr Trading Co. (Saudi Arabia) as a Sr. Executive Procurement, Logistics & Distribution for Nissan & KIA Motors since 10th April, 2008 till 20th Feb' 2010.

**Industry – Automobile & Spare Parts.**

- Worked with Tracmail (I) Pvt. Ltd. Mumbai as Team Leader Operations November, 25th 2004 till May, 12th, 2007.

**Industry – Customer Service.**

## Educational Qualification

- Bachelor of Science (Chemistry) in the year 2003.
- Completed CCA (Certificate in Computer Applications) from Bits Computer Education.(A-Grade). (Year 1998)
- Completed ADSE (Advanced Diploma in Software Engineering) from Aptech Computer Education. (Year 2002)

## Personal Information

Nationality	-	Indian.
Date of Birth	-	28.10.1980.
Languages	-	English, Hindi, Marathi, French
Hobbies	-	Music, Reading, Cricket, Net surfing.

**Strengths**

Open Minded, calm and practical approach, essentially a team player.

**Weakness**

Impatient for results, tendency to be frank and express my opinion honestly.

Place – Mumbai

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