



NAVBAR ALI

PROFESSIONAL SUMMARY

I have over 16 years of professional experience in the automotive industry as a Procurement-Demand Planner, pricing, WMS, sales support administrator & report analyst for Spare parts division. I worked in teams focused on process planning, forecasting, leading the teams for data migration and tracking the team effort. Looking for a challenging role in a Leading Organization. I eager to use my skill and experience to develop my employer's bottom line progress.

OBJECTIVE

To excel as a Procurement professional and obtain a challenging position in prestigious Company.

Completing and submitting management report on timing, and accurate information and expected result.

Preparation of Management and KPI reports

EDUCATION

M.Com Annamalai University, Chennai, India (May 2011)

B. Com Bharathidasan University, Trichy, India (Apr 2000)

WORK HISTORY

Procurement Supervisor (Dmd Planner)-Warehouse & Report Analyst. Oct-2024 Present

Elite Holding Group.Dubai, UAE.(Jetour Brand-Spare Parts)

- Inventory analysis report MIS/KPI/channel/Fleet/Dealer by daily, weekly, monthly, and yearly.
- Develop and track a monthly spare parts demand plan to ensure on-time deliveries. Perform statistical analyses of monthly spare parts order data, including sales volume, fulfillment rate, and shortages
- To minimize the risk of aged stock by evaluating the excess and slow-moving inventory and proactively discuss with the sales & service teams for action
- Purchase orders processing on Weekly/Monthly, And Ensure order transmitted to supplier& confirmation is received and focused on stock order. Monitor and follow up on back orders and communicate to suppliers
- Ensure stock availability by performing risk of run out analysis and ordering.
- Set up the parts category and development code coordinate with IT divisions.
- Preparing annual devaluation reports and determining sale prices for components stock
- Parts master data to provide analytical report to Management.
- Preparing data analyst to operation performance and other related to improvement using advance Excel and Power BI data analysis tools
- Creating a report using an ad-hoc query in the ERP system.
- Preparing campaign prices and analysing campaign results determine profits.
- Preparing stock taking and resolve all discrepancies posting in system.
- Ensure orders are dispatched within the agreed lead time. Maintain agreed stock targets and levels considering sales requirements

CONTACT

LOCATION: DUBAI

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SKILLS

- Time management
- Analytical skill
- Purchase, Sales, Warehouse
- Supplier Management
- Corporate Tax

TECHNICAL SKILL

- Experience Dynamics 365-AutoLine/Syncron/Infoys & Blue Chip (ERP)
- **Power BI**
- Excellent working knowledge in Tally & MS-office-365.
- Diploma in Information System Management (D.I.S.M) APTECH, India.
- Diploma in Computer Application (D.C.A) India

ADDITIONAL INFORMATION

UAE Driving license

LANGUAGES

English, Tamil, Hindi, Arabic & Malayalam,

- Create the Advance shipping notifications according to supplier invoices on timely manner
 - Implement and maintain knowledge of advance system warehouse
 - Work closely with IT department and planning to implement AWMS
 - Proactively working with Sales team to avoid Last Sales or Local Purchase
- Procurement Supervisor (Dmd Planner)-Warehouse & Report Analyst. June-2023- May-2024, Al-Ghurair.DxB, UAE.(Exeed Brand-Spare Parts)**

- To evaluate the stock performance based on the stock turnover, sales, lost sales, lead time.
- Budget Management: Prepare business budgets and forecasts, accounting for immediate and future market opportunities and constraints. Align branch resources accordingly.
- Manage the response, confirmation, and resolution process for spare parts arrival claims.
- Work collaboratively and conduct in-depth pricing and product analyses, determine the pricing strategy, assist in setting list price and price policies for the respective markets
- Prepare necessary report on stock counts, inbound & outbound status reports, stock movement, ageing report, and any other reports as required by supervisor.
- Provide assistance with regards to improvement of processes which has an impact on efficiencies in the warehouse
- Ensure, where required that system to system reconciliation and mismatch reporting is carried out
- Executive random audits at location and product level and view
- Tracking cargo arrival time due to space bin allocation.
- Maintain agreed stock targets and levels considering sales requirements, and market demand.
- Gather inquiry information and analyse to identify part numbers that potentially could increase company revenue.
- Collect Lost Sales information from Sales team and take necessary action to improve the availability.

Procurement Supervisor -Warehouse & Report Analyst. Jan 2022 - April-2023- Orient Motors, Sharjah, UAE.(Asia Star& Multi brand Emersperser-Parts)

- Preparation of management report. And of procurement budget, Month of supply and stock analyst report.
- purchase orders processing on Weekly/Monthly. Monitor and follow up on back orders and communicate to suppliers
- Ensure orders are transmitted to supplier and confirmation is received
- Ensure orders are dispatched within the agreed lead time.
- Monitor and follow up on back orders and communicate to suppliers about changes in forecast
- Parts master data to provide analytical report to Management.
- Prepare historical sales reports, prepare forecast data,
- Lead the Procurement team in daily execution of essential
- Directed the creation of requests for quotations (RFQ) and competitive bidding from various suppliers to obtain the best quality, delivery, and price for goods and services.
- Analyzing the fluctuation and abnormal of fob, Cost and retails price.
- Preparing parts warranty claim (Fob, shortage, damage,defrctive)
- Coordination with IT (ERP) installation to deliver the customized reports as needed. due to streamlining the existing concerns of purchase. To analyze customer data to identify trends in buying behavior and develop targeted campaigns accordingly.

- Conducting supplier evaluation on a quarterly basis to improve the purchasing operation.
- Supervised all imported shipments and followed up on all shipping documents. Creating dashboards for monitoring of process, taking necessary actions/advise for effective inventory control.
- To create the Advance shipping notifications according to supplier invoices on timely manner. Manage the logistics payments and update finance with relevant reports for payment clearance.
- Organizing logistics for the shipment's collection from Europe.
- Maintenance and update of parts pricing related to Service contracts
- Maintain a comprehensive knowledge of vendor lead times, capabilities, and capacities to drive the business smoothly.
- Creation of the contract price update for the government, fleet, and dealer. and keeping track of the expiration date.

Inventory Control& Report Analyst

March 2008- Dec-2021 Al Masood Automobiles, Abu Dhabi, UAE.(Nissan-R.Car-R.Truck-Parts)

- Preparing the monthly Inventory Analysis reports and month of supply, KPI, MIS.
- Prepares Consolidated Channel/Garage/Accessories and salesmen incentive program. Preparing Monthly comparative statement of sales revenue (Customer Wise). Daily invoice summary for credit invoice and checking sales report with margin.
Preparing & sending monthly sales details & sales forecasting report to Manager. and Procurement budget. Preparing Monthly Operation Reports (MOR) send to Nissan Middle Line Manager's Approval
- Coordination skills in interfacing with numerous suppliers and vendors to negotiate optimal terms for sourcing.
- To excel at employing planning and analytical skills to review demand forecasts and establish supply requirements to conclude savings on addressable spending.
- Responsible for managing end-to-end Procurement Process covering the following areas: procurement planning, and analytics, purchasing & expediting and following payment.
- Monitors and maintains current inventory levels, processes.
- Performs physical count of inventory and reconciles actual stock count to computer-generated reports.
- Analyzing the marketplace to find the broadest set of capable suppliers globally who provide the best product cost, quality, and delivery objectives.
- purchasing orders as required; tracks orders and inform ETA to Customer. Prepare the budget as per order schedule and business recommendation. Ensure stock availability by performing of risk of run out analysis and ordering.
- Checks and maintains the system Master files. and analyzing the fluctuation and abnormal of fob, Cost and retails price. Updating retail and warranty prices, as well as organizing campaigns for sales promotion. Computed information updates to maintain inventory records and focused on stock and re-order status.
- Preparing stock orders and customer orders, as well as organizing shipment via outside logistics. Handling Local Purchase order according to workshop requirement.
- Preparation of devolution report with Manager Approval and send IT Dept to generate the system. Check the Simulation Report for FOB Update monthly basis, and price update yearly basis Coordinate with IT Dept.

Assistant Accountant

Aug 2004-Jan-2008 Metallic Equipment, Abu Dhabi,(UAE)

- Processing of Accounts Receivable / Payable transactions to ensure timely.
- Reconcile Customer's statement of account with accounts Receivable system and the General Ledger.
- Follow up Creditor's Ageing Scheduled. Handle customer reconciliation statement. Following up customer's payments.
- Preparing bank reconciliation statement, bank related works documentation and correspondence.
- Reconcile cash collection report. Credit card collection deposited into bank.
- Maintaining petty cash. Maintain Fixed Assets Register/Passing Journals Accumulated Depreciation of Assts on monthly basis.
- Updating Excel data sheet for all prepaid vehicle insurance on monthly basis and passing journals based on renewal period.