

# MOHAMMED AASIM BARKAT

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## PROFESSIONAL SUMMARY

- Experienced purchasing management professional skilled in improving procurement cost-efficiency. Networks and negotiates strategically to meet stock demands. Coordinates buying and logistics to achieve delivery targets.
- Self-directed Purchase Manager bringing demonstrated success in supply chain management and procurement leadership. Unsurpassed problem solving, planning and team building abilities. Dedicated to maximising efficiency and cost-effectiveness in all areas.
- Organised Purchase Manager and clear communicator with record of success in contract negotiation, storage management and distribution coordination. Versed in keeping personnel aligned with key objectives and consistently meeting performance indicators. Analytical and critical thinker ready for operational challenges.
- Logistical planner and team leader with supply management experience. Background in record-keeping and inventory control. Proactive, resourceful and results-driven professional.
- Seasoned Purchase Manager 6 years of reliable experience sourcing goods, materials and services to meet operating goals. Manages cost-effective supply chain strategies and vendor negotiations to align with production schedules, customer requirements and continuity expectations. Develops and maintains strong relationships with internal and external stakeholders for optimal performance attainment.
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## WORK HISTORY

Nov 2021 - Current

### **Purchase Manager**

Sarovar Portico Kalupur -  
Ahmedabad

- Monitored logistics to identify bottlenecks, implementing process changes to raise efficiency while maintaining high standards.
- Updated matrixes with product cost changes to facilitate accurate budgeting.
- Kept clear, up-to-date records of stock, components and materials.
- Coordinated store and production teams to meet specified delivery requirements.
- Scrutinised existing practices, identifying ways to reduce cost and eliminate waste.
- Implemented Corrective and Preventative Actions (CAPA)s to enhance stock quality assurance procedures.
- Established and managed relationships with new and existing suppliers to strengthen supply chain.
- Projected procurement requirements to order exact stock for operational needs.
- Produced periodic reports outlining purchasing operations and recommending improvements.
- Reviewed and renegotiated key contracts to maintain cost-effectiveness.
- Conducted inspection policies to verify quality of raw materials and finished goods.
- Generated forecasting models to predict supply and demand, using results to inform purchasing decisions.
- Assessed product availability against demand to achieve acquisition and delivery targets.
- Negotiated contracts, prices and timelines to achieve maximum ROI on purchasing choices.

Nov 2019 - Nov 2021

### **Purchase Executive**

Sarovar Portico Kalupur -  
Ahmedabad

- To study the items needed to purchase & to have sufficient knowledge about them & their use
- To process & keep track on every purchase requisition, purchase order, contract for regular supplies, up keep & maintenance of these supplies & lists for kitchens daily perishables & other standing order requirements

Jan 2019 - Nov 2019

**Store Executive**

Double Tree By Hilton -  
Ahmedabad

- To constantly endeavour to obtain goods at competitive prices without sacrificing the desired quality standards
- To keep track of capital items ordered & to keep track of their timely delivery, ensuring that items ordered have complete billing & delivery instructions
- Negotiations with the vendors to save cost.

- To make comparatives of vendors
- Stocked and restocked inventory upon delivery receipt, maintaining accurate supply records.
- Monitored stock levels and wrote timely order supply requests to replenish merchandise.

Jan 2018 - Jan 2019

**Store Assistant**

Four Points By Sheraton -  
AHMEDABAD

- To maintain par stock as per average consumption
- To make process of issuing material as per store timings
- To receive material as per standards & also make goods receiving report
- To make monthly reports at the end of every month.

Apr 2016 - Dec 2017

**Store Assistant**

Lemon Tree Premier, The Atrium

- To process the store as per LIFO & FIFO method
- To keep track on all expiry items
- To issue material as per standard of process
- To make monthly reports in the end of every month.

## SKILLS

- Procurement expertise
- Just In Time stock control
- Profit and loss understanding
- Reporting knowledge
- Market research
- Contract negotiation
- Vendor sourcing
- Rolling delivery scheduling
- Excellent verbal/written communication
- Negotiations
- Vendor Management
- Vendor relations
- Budget management
- Availability forecasting
- Inventory demand planning
- Inventory management
- Leadership
- Report making
- Strategic Planning

## EDUCATION

2017

**Bachelor of Commerce**

Gujarat University

2013

**Higher Secondary**

F.D Hameediyah English School

## LANGUAGES

**English:**

Upper intermediate

**Hindi:**

Native

**Gujarati:**

Native

**Urdu:**

Advanced

## INTERESTS

HOBBIES & INTERESTS , Quotes Writing, Playing & Watching Cricket, Travelling.

## PERSONAL DETAILS

**Date of Birth / Age:** 25/08/1994

**Marital Status:** Married

**Nationality:** Indian

**Religion:** Muslim