



Imtiyaz Ahmed Siddiqui

Mobile: +91-9866546290
imtiyaz_ahmed96@yahoo.com

Summary

- Profile: Male, 35
 - Nationality: India
 - Current Location: India
 - Driving License: Issued in Qatar
-

- Current Position: Purchasing Manager
 - Company: Benina Food, Qatar
 - Notice period: Available Immediately
-

Work Experience

May 2016 - Jul 2024

BENINA FOOD

Doha, Qatar

Purchasing Manager

Forecast the requirement by monitoring sales, upcoming shipment and any special order.
Placing Air and sea order with overseas suppliers for fresh, frozen, dry food items and chilled and frozen beef items.
Checking order confirmation and confirming supplier
Doing costing for new items and costing for all the received shipments.
Checking shipping documents
Communicating with clearing agent for clearance
Updating all purchases in system
Monitoring stock on daily basis and checking new requirements.
Communicating with sales for near expiry items, slow-moving items and excess stocks.
Monitoring claims
Monitoring inventory counts and finalizing difference if any in system and physical stock. Conducting daily, weekly, monthly and yearly inventory count.
Communicating closely with all international suppliers to understand present demand and upcoming demand.
Communication closely with all international shipping agents and local shipping agents to avoid any delay in clearing of goods.
Checking new products by taking samples initially to understand if it matching country requirement, lab test reports and samples to take feedback.
Registering the new items on health-authority portal.