



# VIJENDRA CHOUDHARY

## BUYER – COMMERCE

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## EDUCATION

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### **Bachelor of Technology in Electronics and Communication Engineering**

Lovely Professional University, Phagwara, Punjab

Aug 2011 – Jun 2015

- 7.500 CGPA, lead a 3-member team in Capstone Project '15 (Student of ECE Dept., LPU Punjab, lead a 4-member team and won 3rd prize in Electronics Chip Design at Technique '13 (Annual Techfest of LPU Punjab.

### **Intermediate**

S.K.V. Sen. Sec. School, Ramgarh Sekhawati, Sikar, Rajasthan

July 2009 – May 2010

- 7.000 CGPA, Awarded Certificate of Merit in Dainik Bhaskar State Level Exam, 2008

## WORK EXPERIENCE

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### **Babasons W.L.L., Kingdom of Bahrain (Group of T. Choithrams & Sons, UAE)**

#### **Buyer – Commerce**

July 2024 – Continue

- Babasons W.L.L. is the leading FMCG company in Bahrain with a focus on delivering high-quality products.
- Communicated with suppliers and vendors, negotiated prices, and maintained procurement correspondence and files.
- Developed and implemented a new, efficient procurement strategy and conducted professional cost analysis.
- Prepared, processed, and reviewed purchase orders, collected and analyzed purchasing data, and coordinated deliveries.
- Conducted detailed work area assessments and collaborated with colleagues to enhance procurement systems and databases.
- Managed all supplier relationships and negotiations, resulting in reduced costs and improved quality.
- Developed and implemented purchasing policies and procedures across the entire organization.
- Successfully negotiated contracts and price agreements with suppliers.
- Monitored and maintained a comprehensive inventory of purchased materials.
- Evaluated and assessed supplier performance using key performance indicators.
- Coordinated with cross-functional teams to ensure timely procurement and delivery of materials.
- Developed and maintained relationships with key suppliers to ensure cost-effective procurement.
- Analyzed market trends and recommended cost-saving strategies.
- Performed cost analysis on all purchases to ensure best value for money.
- Conducted supplier audits to ensure compliance with contractual agreements.

## PROFILE

With experience driving strategic growth, sales, and brand management for leading companies in the automotive, FMCG, and retail industries, I have honed my marketing, sales, and product purchasing skills.

## CONTACT

Phone: +973-33616479

Email: vkchoudhary8@gmail.com

## HOBBIES

Reading

Listening to music

Internet Surfing

## PERSONAL DETAIL'S

- C.P.R. – 910545960
- Nationality – Indian
- Passport No - N5025345
- DOB - 18<sup>th</sup> May 1991
- **License No - 910545960**

## LANGUAGE'S

- I possess excellent communication skills in both Hindi and English, both written and verbal.

## PLACE:

- Manama, Kingdom of Bahrain

## DATE:

## VIJENDRA CHOUDHARY

### **Babasons W.L.L., Kingdom of Bahrain (Group of T. Choithrams & Sons, UAE)**

#### **Assistant Buyer – Commerce**

Feb 2022 – June 2024

- Babasons W.L.L. is the leading FMCG company in Bahrain, and it focuses on delivering high-quality products.
- I provided support in carrying out assortment planning, selecting products for production, negotiating with vendors, and marketing.
- Produced daily, weekly, and monthly sales reports on inventory and tracked sales to forecast reorders and future purchases.
- Supported the buying team in maximizing sales, margin, and inventory turnover.
- Analyzed daily sales data to forecast trends and optimize sales and margins through pricing and promotional adjustments.
- Consistently communicated with clients and applied successful negotiation techniques to ensure timely delivery of merchandise and achieve profitable business opportunities.
- Provided continuous analysis and interpretation of important business matters, such as merchandise reports, Open-to-Buy monitoring, sales figures, and ad hoc analyses.
- Ensured high-quality relationships with vendors by providing timely problem resolution and follow-up communications.
- Demonstrated excellent knowledge of vendors and products and used it to negotiate better shipping, delivery, and merchandise costs.
- Effectively managed the vendor network and resolved discrepancies between purchase orders, invoices, and merchandise receipts to ensure customer service and vendor satisfaction.
- Analyzed how changes in product costs from vendors impacted the department's wholesale gross margin.
- Conducted daily procurement tasks, including forecasting usage, analyzing engineering drawings, creating RFQs, expediting open orders, and updating project managers on status.
- My expertise lies in distilling value, overcoming obstacles, and sealing hard-to-close deals.

### **Babasons W.L.L., Kingdom of Bahrain (Group of T. Choithrams & Sons, UAE)**

#### **Costing Analyst**

Jan 2017 – Jan 2022

- Provide support to the costing managers by assisting with the analysis of materials and product expenses.
- Assist with the development of projects related to marginal costing.
- Defining precise guidelines and cost standards for apparel costing elements is paramount to enhancing the accuracy of cost estimation.
- Regularly update and maintain cost information in appropriate databases and development systems on a seasonal basis.
- I confidently work on generating cost reports and skillfully manage projects on a quarterly basis, spanning various brands.
- I provide the product team with various costing margin scenarios to help them make informed decisions regarding the RSP.
- I communicate with the purchasing group and Costing team to keep track of prices.

## SKILLS

- Building strong business relationships and communicating effectively across all levels of an organization.
- Experience or knowledge in cost accounting, purchase-to-pay, entity reporting/consolidation, maintenance, or project/capital is required.
- I have strong attention to detail.
- I possess excellent interpersonal skills.
- I have experience and familiarity with SAP and Business Objects Explorer.
- I possess strong analytical and research skills.
- I possess excellent written and verbal communication skills.
- I thrive in a fast-paced environment and am comfortable working under pressure.

- I have the ability to multitask and possess excellent computer skills.
- Having the capability to work efficiently, with precision and a keen eye for detail.
- It is important to be aware of the health and safety concerns related to extended computer usage.
- IT Skills include SAP Module, SAP Business Objects BI, MS Word, MS Office, Microsoft PowerPoint, Microsoft Excel, and excellent computer knowledge.

## CORE COMPETENCE

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- **Entrepreneurial Spirit** - An entrepreneur with an unyielding mindset, learns from failure and designs solutions for future requirements through continuous improvement.
- **Visionary Leadership** - A highly intelligent individual who can effectively communicate his vision to colleagues, empowering them to take ownership of their roles and develop innovative ideas that drive changes in organizational behavior and create new business opportunities.
- **Sales & Business Development** - Implemented successful programs, strategies, and revenue models. Developed and maintained C-level relationships, closing business deals with top brands.
- We are experts in creating comprehensive roadmaps that encompass both short-term and long-term strategies to help you achieve your goals.
- We prioritize customer satisfaction and ensure the quality of our products through our excellence management and product quality assurance measures.

## DECLARATION

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I hereby declare that the information provided above is accurate and truthful to the best of my knowledge and belief.