



SKILLS:

- SAP Ariba (Sourcing, Contracts, Supplier Management)
- Strategic Sourcing & Procurement.
- Supplier Relationship Management (SRM)
- Customer Relationship Management (CRM)
- Contract Negotiation
- Market research and Analysis
- Data Analysis and Reporting (Advanced Excel, Power BI)
- Strong Communication
- Stakeholder Management
- Supply Chain Optimization
- Process Improvement (Six Sigma Green Belt)
- Category strategy
- Dangerous Goods Handling (IATA Certified)

CERTIFICATIONS:

- Green Belt Six Sigma
- SAP Material Management
- Business Analytics Foundations
- Power BI Dashboard and Essentials
- Diploma in Air Cargo operation management.
- Foundations of Project Management.
- IATA Dangerous Goods Category- 6.
- Supply Chain Foundations: Analytics
- Excel formula and functions
- Smartkargo.

Jason Clinton Jorge

+971 543115436

jasonjorge20@gmail.com

[LinkedIn: linkedin.com/in/jason-clinton-jorge](https://www.linkedin.com/in/jason-clinton-jorge)

PROFESSIONAL SUMMARY:

Results-driven Procurement Specialist with over 7 years of experience in strategic sourcing, contract negotiation, and supplier management. Expertise in managing end-to-end procurement processes, including RFx (RFI, RFQ, RFP) management, contract development, and supplier evaluation. Proficient in SAP Ariba, SAP Material Management, and data analysis tools such as Power BI and Advanced Excel. Adept at working with cross-functional teams to optimize costs, enhance operational efficiency, and ensure compliance with corporate and regulatory standards.

PROFESSIONAL EXPERIENCE:

Sourcing & Procurement Analyst | GEP Worldwide

Dec 2021 - Aug 2024

- Independently managed end-to-end procurement processes across various categories, including IT, engineering, and logistics.
- Developed and executed sourcing strategies that resulted in a 15% reduction in procurement cycle time and achieved significant cost savings.
- Led the vendor management and onboarding process to ensure compliance with company standards and regulatory requirements.
- Managed the RFx process (RFI, RFQ, RFP) to secure favorable terms and conditions while maintaining strong supplier relationships.
- Collaborated with stakeholders, legal teams, and cross-functional groups to understand requirements and align procurement strategies.
- Conducted market research to identify potential suppliers and negotiate contracts that maximized value and minimized risk.
- Utilized SAP Ariba and other procurement tools to streamline processes, enhance reporting accuracy, and drive strategic decision-making.
- Implemented process improvements that increased procurement efficiency and reduced operational costs.

Drop Shipping Executive | Nordic Intent (Kilowatt)

Jan 2021 - May 2021

- Coordinated international drop shipping operations, managing supplier agreements and optimizing order fulfilment processes.
- Negotiated with suppliers to achieve favourable terms and cost reductions.
- Ensured compliance with international trade regulations by preparing and verifying shipping documentation.
- Improved inventory management through accurate forecasting and inventory level optimization.

EDUCATION:

2016

Master of Business Administration (MBA) in Supply Chain and Logistics Management- (Full time)
University of Pune, Pune,
Maharashtra, India

2014

Bachelor of Commerce (B.com)Goa
University, Panjim, Goa, India

2011

Higher Secondary Board Education
Coast Guard Public School, Daman
India

2009

Secondary School Certificate
Education, Don Bosco High School,
Matunga Mumbai India

Technical Skills:

- SAP Material Management
- ARIBA
- JDA (Blue Yonder)
- Smartkargo
- Power BI
- Advanced Excel (Data Analysis & Reporting)

Executive Cargo Officer | IndiGo Airlines

June 2018 - Jan 2021

- Led air cargo operations, managing procurement and logistics activities to ensure timely and cost-effective delivery of goods.
- Utilized SAP Ariba for contract management and supplier collaboration to optimize procurement processes.
- Negotiated freight rates and coordinated with carriers to maintain efficient logistics operations.
- Developed and implemented strategies for continuous improvement in cargo handling and procurement processes.
- Negotiated freight rates and coordinated with carriers to maintain efficient logistics operations, achieving a 10% reduction in transportation costs.
- Led initiatives to improve cargo handling processes, resulting in a 20% increase in operational efficiency.

Executive Cargo Agent | Jet Logistics

June 2016 - May 2018

- Tracked and traced cargo using monitoring systems, ensuring on-time delivery and accurate documentation.
- Prepared and processed import/export documentation, verifying compliance with customs and regulatory requirements.
- Organized storage and warehouse spaces to enhance inventory management and order fulfillment.
- Negotiated carrier rates and coordinated export/import shipments to minimize costs and streamline logistics.

Key Competencies

- **Functional Expertise:** Knowledge of best practices in procurement processes, including strategic sourcing, contract management, and supplier relationship management.
- **Negotiation and Communication:** Strong negotiation skills and the ability to effectively communicate with internal stakeholders and suppliers to achieve optimal outcomes.
- **Compliance Management:** Proficient in ensuring compliance with corporate policies, procedures, and regulatory requirements.
- **Results-Oriented:** Demonstrated ability to meet deadlines, achieve procurement targets, and drive cost savings.

DECLARATION

I hereby justify that the above furnished information is correct to the best of my knowledge and belief.