

RIYAS.VP

Address: Al Nahda, Dubai
Mobile: 0501481914/0557178416
E-Mail: riyasvp543@gmail.com



Sr. Procurement, Supply and Logistics officer: Goal-oriented professional offering end-to-end | **Procurement | Inventory Control | Logistics | Supply Chain Operations** | expertise that directly results in efficiency improvements & cost savings

PROFILE SUMMARY

- A focused professional with over 9 years of experience :
- Reputation as a self-directed professional with excellent problem solving, communication, analytical and management skills. Ability to effectively communicate and interact with executives, management and staff.
- Organized and analytical capacity to easily master new tasks and manage multiple responsibilities without compromising on quality and productivity.
- Monitoring proper process flow accordance to SOP & Ability to work well cross-functionally with other teams (Marketing, Sales, Operations, Accounts, and production department etc.)
- In-depth understanding of supply chain management mainly procurement operations; Inventory & Logistic functions; proven abilities in coordinating & leading variety of people and projects
- Expertise in Inventory management activities involving inventory review planning, Product Estimation, Budgeting, Scheduling and procurement of inventory from various source
- Expert in demand and supply forecast /expert in Microsoft excel, word, power point,

ORGANIZATIONAL EXPERIENCE

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| Since Jan'21 | Al Ahrar Trading LLC , Dubai as a Sr. Procurements, Supply and Logistics officer |
| Nov'18 to Dec'20 | Al Reem Group , Abu Dhabi as Sr. Procurement, and Logistics Officer |
| Aug'10 to Jul'18 | Flowtronix Ltd. (FT), Abu Dhabi as Procurement Supply and Logistic Officer
Leading Manufacturer, stockiest, distributor, and supply of complete range of high quality PPE and safety solution |

EDUCATION

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| 2008 | Master of Business Administration (MBA) in Finance and Marketing from Kannur University, India |
| 2005 | Bachelor of Business Studies (BBS) from Kannur University, India |

HIGHLIGHT

- Design a cost-efficient and resilient Supply Network for the division
- Alternate suppliers' development
- Cost effective vendor development and improvement on vendor rating
- Managing warehouse operations
- Maintaining stock levels as per norms
- Demand and Supply forecasting
- Managing Inventory analysis & Trend
- People Management
- Sourcing Power
- Transportation and Logistics

Key Result Areas:

Procurement/Sourcing:

- Responsible for purchasing goods for stock purpose; accountable or importing stock items from abroad
- Source out supplier for complex specification items/specialized requirements
- Negotiation & coordination with suppliers to obtain best value, performance delivery and payment terms.
- Manage and adhere to long-term contracts with suppliers
- Recommend Make or Buy decisions to optimize cost-efficient network and secure alternative options available for critical products
- Budgeting & planning funds for procurement & sourcing of materials while ensuring optimum utilization of materials, maximum cost savings and meeting anticipatory orders
- Technical verification of non-stock items as per the client requirement.
- Responsible for tracking and monitoring order confirmation from suppliers and dealing with their PO related queries
- Studies purchase requisitions, enquiries, and orders and highlights missing specifications and/or discrepancies and ensures feasibility in terms of nature, delivery date, prices, approved manufacturers, sources of supply.
- Participating Govt Tender's /inviting supplier and sub-contractors /submitting technical and commercial offer
- Evaluate vendors quotation to ensure that they are in line with technical and commercial specification required
- Assessment of commercial Cost estimation of product for spot purchase order and Tenders are accurately estimated and Fixing the sales Price
- Prepare expected landed cost by item and pass on to the concerned Product Managers to fix the selling price
- Lodge the claim with supplier for any difference between received quantity and invoice quantity.
- Categorize and index suppliers based on performance and quality of service (on time delivery, correct quantities and labels).
- Coordinating with Buyers and Finance Department on Payment Requests.
- Material inspection& quality check of stock and non-stock items
- Maintain all files related to procurement department.

Material Planning /Inventory Management:

- Responsible to Control inventory across GCC with 8 coordination warehouses.
- Managing inventory analysis and trends for stock purpose
- Review historical sales trends, prepare forecast data, evaluate forecast results and create demand Plans
- Maintain an optimum stock level of Inventory
- Data Visualization through Microsoft Excel Dashboard
- Setting SKU (Stock Keeping Unit) identification, physical location & control of inventory, based on material category, brand and Sub Categories
- Responsible for transportation, receipt, and storage of incoming raw materials & good
- Preparing MIS reports, inventory turnover, cost reduction, consumption, & reports required by management for effective decision-making
- Intimation on excess stock to the sales force.
- Determine extreme changes in inventory movements and slow moving goods.
- Coordinating inter warehouse inventory transfer
- Supervising for stock taking and necessary stock adjustments.
- Allotment of manpower and transportation for material distribution

Logistics /Supply Chain Management:

- Accountable for handling incoming shipments by liaising with suppliers on shipping documents, custom clearance, forwarding and delivery, uploading, inspection and storage(Do collection, Bill of Lading & Transport to the final destination)
- Performing negotiations for both air and sea freight charges with freight companies
- Reviewing the offers and issuing Purchase Order by Appointing Freight Company for collect import material
- Estimating freight cost based on Shipment dimension, Volume and Gross weight.
- Maintaining Freight Tracker & Follow up process with freight company
- Shipment details and notification for clearance
- Ensure insurance declaration is done for purchases.
- Ensure On time delivery service, to all sections of Customers (OGPs, Distributors & End users) and suggest improvements for the optimal level of direct shipments, and local inventories
- Monitoring registered client purchase order in ERP system and Coordinating with Sales and Accounts department to ensure smooth delivery of sales orders and distribution.
- Monitor error rates for logistic & Supply Chain performance, select and implement corrective actions to prevent future similar occurrences
- Coordinating with production team on back to back purchase order production status and ensure timely delivery
- Duty exempted items Purchase orders are to be assessed properly and apply for Duty exemption while materials reach at port.
- Coordination with clients on delivery of materials and Handling client calls for supply chain issues
- Conducting Weekly meeting for review of all purchase order and
- Coordinate with warehouse and accounts to arrange export related shipping documentation.
- Strong customer focus and ability to manage client expectations

PERSONAL DETAILS

- Date of Birth: 30th May 1984
- Marital Status: Married
- Driving License: Holding a Valid UAE
- Visa Status: Visit Visa
- Languages Known: English & Malayalam
- No. of Dependents: 1
- Nationality: Indian