



CONTACT

-  Jeddah, Saudi Arabia
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-  01/08/1987
-  Indian
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SKILLS

- Procurement & Contract Negotiation
- Inventory & Supply Chain Management
- Vendor Sourcing & Supplier Evaluation
- Market Research & Product Quality Assessment
- Risk Management & Cost Optimization
- Data Analysis & Demand Forecasting
- ERP/Inventory Management Systems
- Quality Assurance & Documentation
- Communication, Leadership & Team Collaboration
- Problem Solving, Time Management, Multitasking
- Detail-Oriented, Fast Learner, Positive Attitude

ACHEVEMENT & AIMES

SHAMNAS PUTHIYEDATH

PROFESSIONAL SUMMARY

Detail-oriented and experienced Purchasing Officer with 7 years of expertise in procurement, specializing in packaging, raw materials, and flexible items. Seeking a challenging role in a reputable organization where I can leverage my skills to contribute to operational efficiency and business success and Company growth.

PROFESSIONAL EXPERIENCE

Senior Purchasing Officer

International Food and Consumables Goods Factory (Binladin Group), Jeddah, Saudi Arabia

Aug 2019 – Present

- Procure packaging materials, raw materials, and Flexible packaging and other consumables based on production requirements.
- Source, evaluate, and negotiate with suppliers to secure the best quality and price.
- Maintain supplier relationships and resolve delivery or quality issues.
- Coordinate with departments to forecast demand and manage stock levels.
- Ensure compliance with procurement policies and maintain documentation.

Inventory Controller

International Food and Consumables Goods Factory, Jeddah, Saudi Arabia, Feb 2014 – Aug 2019

- Maintained accurate stock levels to support production and minimize waste.
- Worked closely with purchasing and production teams to align inventory with demand.
- Handled inventory discrepancies and performed regular audits.
- Promoted to Purchasing Officer due to excellent performance.

EDUCATION

- Bachelor of Commerce – Computer Application
Calicut University, Kerala, India – 2010
(Educational Credential Assessment Ref: 5666285IMM).
- Secondary School Certificate – Govt. of Kerala – 2005
Primary School – G.V.H.S.S Kinnassery, Calicut – 2003

- Reduced procurement costs by through strategic sourcing, supplier negotiations, and volume-based contracts.
- Improved on-time delivery rate by implementing a supplier performance tracking system and enhancing communication.
- Introduced a vendor evaluation process that increased material quality compliance and reduced rejection.
- Successfully onboarded new international suppliers, expanding procurement channels and reducing lead times.
- Collaborated with inventory and production teams to reduce excess stock improving warehouse efficiency.
- Led the transition to digital procurement documentation, increasing process transparency and audit readiness.
- Played a key role in maintaining procurement compliance during internal and external audits for 3 consecutive years.
- Developed and delivered internal procurement training for junior staff, enhancing team capability, and reducing errors.

LANGUAGES

Malayalam Native

English B2

Advanced

Hindi B1

Advanced

Arabic B1

Intermediate

CERTIFICATIONS

- CCNA – Cisco Certified Network Associate
- MCSA / MCSE – Microsoft Certified System Administrator / Engineer (Microsoft ID: 6822346)

INTERESTS, HOBBIES

- Volunteer Work – Actively participate in annual Hajj volunteering programs, providing logistical and support services.
- Sports & Fitness – Enjoy football, cricket, and general physical training for stress relief and team building.
- Travel & Culture – Passionate about exploring new places and cultures, which enhances my adaptability and communication.
- Technology & Systems – Interest in learning ERP systems, procurement tools, and supply chain technologies.
- Reading & Self-Development – Regularly read books/articles on procurement trends, leadership, and quality management.
- Cooking – Enjoy experimenting with international cuisine during leisure time.

PERSONAL DETAILS

- Ambitious and energetic, composed under pressure and getting along very well with people at all levels. Possess excellent correspondent & communication skills, very organized with professional approach.
- Age & Date of Birth : 01-08-1987
- Religion : Muslim, Mappila
- Marital Status : Married
- Nationality : Indian
- High : 5 ft and 4 in (160 Cm)
- Passport Number : I0216045
- Iqama Number : 2341405468 (Transferable)

Applicant's Signature



Shamnas Puthiyedath