

SHAMEER BS

Procurement & Purchasing
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Anchal, Kerala, India

Professional Summary

Procurement Officer with extensive experience in strategic sourcing, vendor management, budget control, and contract negotiations. Proven record in implementing cost-saving initiatives, streamlining procurement processes, and ensuring compliance with company policies and industry regulations.

Professional Experience

PURCHASE OFFICER – Universal Coldstore, Saudi Arabia (Oct 2024 – Present)

- Negotiated favorable terms and discounts, resulting in long-term company benefits.
- Implemented cost-saving initiatives such as bulk purchasing and renegotiating contracts.
- Built and maintained strong supplier relationships, improving service and delivery timelines.
- Conducted cost-benefit analyses to demonstrate procurement strategy ROI.

ADMINISTRATION / PROCUREMENT – Horizon Plastic, Oman (Nov 2019 – Nov 2021)

- Implemented cost-saving measures, renegotiated contracts, and optimized supplier selection.
- Developed efficient procurement procedures, reducing turnaround times.
- Mitigated supply chain risks and ensured compliance with ethical standards.
- Integrated sustainability practices into procurement activities.

PROCUREMENT / BUSINESS SUPPORT – MAS Trading & Contracting, Saudi Arabia (May 2013 – Sep 2019)

- Negotiated favorable supplier contracts, reducing costs significantly.
- Improved procurement workflows through automation and process reengineering.
- Developed risk mitigation strategies to ensure supply continuity.

VENUE MARKETING – India Infoline Pvt Ltd, India (Oct 2012 – Feb 2013)

- Developed marketing strategies to attract targeted audiences.
- Managed marketing campaigns across multiple channels.
- Created engaging promotional content.

Education

Diploma in Computer Hardware & Networking – AITMS (Under Govt. of India) (2009 – 2010)
Higher Secondary – TVHSS Thadicadu (2007 – 2009)

Skills

Vendor Management, Negotiation, Supply Chain Knowledge, Analytical Thinking, Problem-Solving, Financial Acumen, Communication, Adaptability

Languages

Malayalam (Native), English (Fluent), Arabic (Fluent), Hindi (Fluent), Tamil (Fluent)

Licenses

Valid Driving License – India, Valid Driving License – Saudi Arabia