

ABDUL SHAKUR



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D.O.B - 17th August 1994 | Nationality - Indian | Iqama - Transferable | Driving License – Valid
Marital status- Married.

Purchase and logistics

SUMMARY.

Result-Driven Procurement with 9 Years of experience in managing procurement teams, developing strategic sourcing plans and driving cost savings initiatives. Proven track record of improving procurement process, building strong supplier relationships, and ensuring compliance with regulatory requirements.

EMPLOYMENT HISTORY.

1. Purchase coordinator - December 2017 - Present. Al-Kadi commerce and industry Trading Co. Dammam.

- Sourcing and procure goods and services.
- Arrange insurance and documents to clear shipment from ports.
- Build and maintain strong relationships with suppliers, resolve issues and improve communication.
- Conduct market research to identify trends, opportunities and potential suppliers.
- Receive different purchase orders and prepare the appropriate purchase orders.
- Working with different departments (accounts, sales, and operations) to help them with their purchasing needs.
- Enquiries on documents like saber, shipment documents and purchase orders.
- Creating delivery orders for items and payments for a smooth run of business.
- Tracking the shipments.
- Enquiring and collecting the shipments from suppliers.
- Enquiry with local agents regarding freight charges.

Experience

Purchase and logistics.

Al-Kadi commerce and industry.

Date: 2016 – Present

- Manage purchase and logistics.
- Coordinating with supplier and customers.
- Update on shipments.
- Overseeing arrival of shipments.
- Follow up saber process.
- Evaluate purchase reports.

- Enquiries on documents and purchase orders.
- Planning delivery timetables.
- Develop unique sets of problem solving.
- Sourcing.
- Data entry.
- Handling shipment clearance.

Responsibility

- Manage purchasing activities, purchase order, Quotation, Proposals, inquiries, order confirmations.
- Identify product requirements.
- Optimize and evaluate purchase and logistics process for cost effectiveness.
- Identify and select reliable suppliers.
- Coordinate with warehousing and determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Supervising the local goods and services for the company needs.
- Customer claim, insurance, and shipping claims.
- Working with finance for invoicing, Payments, D.O, and freight charges.
- Track the status of Purchase requisition and orders.
- Select the right supplier based on price and quality and delivery of goods and conditions.
- Collaborate with logistics agent and transportation partners for crucial for timely delivery of goods.
- Request with supplier for test reports to arrange saber.
- Arranging the documents (Saber, invoice, packing list Co.) to clear the shipments

PROJECTS

E-commerce - July 2023 – September 2023.

Uploading and analyzing spare parts in the online portal and optimizing the data which requires to customer's needs.

Forecast- June 2023 – October 2023.

Proficient in developing Forecast for O.C, P.O and providing constructive feedback to customers and monitoring them with strong thinking skills.

EDUCATION.

Bachelor of business administration (BBA).

ANNAMALAI UNIVERSITY.

Diploma

Computerized in financial accountancy.

SKILLS

- * Tools: MS Office (Excel, Word),
- * Outlook,
- * Infor,
- * Odoo.

* Platforms: Forecast ERP.

SOFT SKILLS

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- Leadership,
 - Communication,
 - Analytical Thinking,
 - Negotiation,
 - Decision making,
 - Confident, Problem Solving,
 - Innovative,
 - Team building,
 - Diligent, Work ethic.
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Languages

- | | |
|--------------|-------|
| • English. | ***** |
| • Malayalam. | ***** |
| • Arabic. | *** |
| • Hindi. | *** |
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DECLARATION.

I hereby declare that the above information and facts are true and correct to the best of my knowledge and belief. If given me a chance to be part of your organization, I assure you that I will abide by your rules and regulations and put my utmost effort to bring the best result to the growth of your organization.

