

Ashique k Asharaf

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PROFESSIONAL SUMMARY

Detail-oriented and results-driven Procurement & Logistics Officer with 2 years of hands-on experience in managing procurement processes, vendor negotiations, inventory control, and logistics coordination. Adept at optimizing supply chain operations, reducing procurement costs, and ensuring timely delivery of goods and services. Strong analytical, negotiation, and communication skills with a keen understanding of compliance and regulatory requirements.

EXPERIENCE

AUGUST 2024 - PRESENT

Procurement And Logistics Office | Absal John Paul Contracting Company | Riyadh, Saudi Arabia

- Managed procurement of goods and services from local and international suppliers.
- Prepared and processed purchase orders, RFQ, and vendor quotations.
- Coordinated with logistics providers to ensure timely and cost-effective deliveries.
- Conducted supplier evaluations to maintain quality standards and compliance.
- Maintained inventory records, monitored stock levels, and conducted periodic audits.
- Assisted in developing procurement plans aligned with budget and operational requirements
- Negotiated pricing and terms with vendors to reduce costs by up to 10%

AUGUST 2023 - JULY 2024

Procurement Officer | Absal John Paul Contracting Company | Riyadh, Saudi Arabia

- Supported procurement activities by preparing purchase requisitions and updating supplier databases.
- Liaised with internal departments to clarify order specifications and delivery timelines.
- Monitored deliveries and handled shipment documentation including invoices, packing lists, and customs papers.
- Followed up with suppliers to confirm orders and ensure on-time delivery
- Assisted in maintaining procurement documentation in compliance with company policies.

SKILLS

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| • Procurement & Sourcing | • Contract Negotiation |
| • Logistics & Distribution | • Cost Reduction Strategies |
| • Vendor Management | • SABER & Inventory Software |
| • Supply Chain Optimization | • MS Office: Outlook, Word & Excel |
| • Purchase Order Management | |

EDUCATION

JUNE 2019 - MARCH 2022

Bachelor Of Business Administration (BBA) | Calicut University | India, Kerala

JUNE 2019 - OCTOBER 2022

Diploma In Logistics & Supply Management | University Of Petroleum And Energy | India, Kerala