

SHAIK SIRAJUDDIN

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PROCUREMENT & SUPPLY CHAIN SPECIALIST

Certified procurement professional with 12 years of experience across automotive, healthcare, and logistics industries. Expert in strategic sourcing, vendor management, and contract negotiation. Proven record of driving cost savings, process efficiency, and supplier performance improvements. Strong ERP experience (Oracle, SAP) with a focus on procurement automation and compliance.

CORE SKILLS

- Strategic Sourcing & Procurement Management
- Vendor Relationship & Negotiation
- ERP Systems (Oracle / SAP)
- Contract Management & Cost Control
- Inventory & Warehouse Optimization
- Supply Chain Process Improvement
- RFQ/RFP Management & Compliance
- Team Leadership & Performance Management

KEY ACHIEVEMENTS

- Reduced procurement costs by 15% through vendor consolidation and renegotiation.
- Improved on-time delivery rate from 78% to 96% through vendor performance tracking.
- Automated purchase order approval process, cutting cycle time by 40%.
- Managed SAR 10M annual procurement budget covering consumables, fleet, and maintenance.
- Supported multi-site operations ensuring uninterrupted supply and service delivery.

PROFESSIONAL EXPERIENCE

Purchasing Supervisor | Arabian Hala (AVIS), Saudi Arabia | Nov 2016 – Present

- Oversee procurement and supply of goods and services ensuring best price-quality balance.
- Negotiate terms, pricing, and quality with suppliers; manage contract administration.
- Lead purchasing team and benchmark supply chain performance.
- Maintain vendor database, supplier contracts, and procurement records.
- Ensure ERP data accuracy and adherence to company accounting and compliance policies.

Purchasing In-Charge | Al Abeer Medical Group, Saudi Arabia | Jan 2015 – Oct 2016

- Led procurement operations for multi-location healthcare facilities across KSA.
- Managed warehouse operations with SAR 4M inventory supporting utility divisions.
- Developed automated procurement documentation and forms to streamline approval processes.
- Enhanced supplier evaluation and standardization processes, reducing lead time.

Logistics Supervisor | Oracle Freight Logistics, UAE | Feb 2011 – Oct 2014

- Oversaw shipping coordination, customs documentation, and inventory accuracy.
- Negotiated transportation costs and delivery timelines with logistics partners.
- Ensured compliance with IATA Dangerous Goods Regulations.
- Monitored shipment tracking, resolving bottlenecks impacting client delivery.

Inventory Controller / Warehouse Executive | Freight Wings, India | Jun 2008 – Dec 2010

- Supervised warehouse operations, material handling, and inventory reconciliation.
- Maintained accurate stock levels using FIFO/LIFO techniques.
- Conducted monthly stock audits and reduced shrinkage through root-cause analysis.

Professional Development & Consulting Support | 2023 – 2025

Engaged in professional upskilling, freelance sourcing projects, and ERP training to realign expertise with emerging procurement technologies and market practices.

EDUCATION & CERTIFICATIONS

MBA (Marketing & Supply Chain) – Osmania University, 2008

B.Com – Osmania University, 2006

Certified Procurement Manager (CPM, CPP) – American Purchasing Society, USA

Certified Trade & Logistics Professional – Chartered Institute of Logistics & Transport, Dubai