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PROCUREMENT OFFICER

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| Sharjah, United Arab Emirates, Mob No: +971 523563489 Email: salmotjes@gmail.comExperienced **Procurement Executive** with over 9 years of expertise in strategic sourcing, vendor negotiation, and procurement within the **retail** sector. Known for driving cost savings, improving purchasing efficiency, and building long-term supplier relationships. Proficient in using **SAP MM**, **ZOHO**, and other procurement tools to streamline procurement operations. Adept at maintaining detailed records, negotiating favorable terms, and ensuring that all procurement activities are aligned with organizational goals. |
| Work History2023-03 - 2024-06**Procurement Officer – Reliance Retail Kerala*** Managed vendor relationships and negotiated competitive pricing for product categories.
* Monitored inventory levels and ensured the timely delivery of products to avoid stock outs.
* Collaborated with cross-functional teams to align procurement with operational and retail strategies.
* Built strong relationships with vendors, ensuring long-term partnerships and optimizing product quality.
* Maintained accurate documentation and records of purchasing activities, tracking costs and ensuring compliance.
* Ensured the timely delivery of products by closely monitoring vendor performance and addressing any issues promptly.
* Communicated with vendors regarding inventory needs and negotiated prices to maintain profit margins.

2022-03 – 2023-02**Procurement Executive – Doc and Mark Cochin*** Negotiated favorable purchasing terms with suppliers, leading to cost savings and improved lead times.
* Developed detailed purchase specifications for a wide range of products, reducing errors and misunderstandings during the ordering process.
* Collaborated with internal stakeholders to understand department needs, aligning procurement strategies with organizational goals.
* Analyzed purchasing trends to improve inventory management and reduce unnecessary expenditures.
* Reviewed and approved products and services for procurement, ensuring alignment with cost and quality objectives.
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| 2017-05 – 2022-02 **Buyer (Category Procurement) – Lulu Group Bahrain*** Managed the procurement process for a diverse range of retail products, ensuring quality and cost-efficiency.
* Managed the Food products, non food, health and beauty categories of the outlets.
* Negotiated contracts and pricing with vendors, ensuring timely product delivery and cost optimization.
* Developed merchandising strategies and forecasted purchasing trends to support retail operations.
* Coordinated procurement-related documentation, queries, and filing systems, ensuring accurate records and easy access for stakeholders.
* Reviewed and approved products and services for procurement, ensuring alignment with cost and quality objectives.
* Negotiated favorable payment terms and optimized contracts, achieving significant cost savings for the organization.
* Coordinated the annual overseas orders, streamlining procurement for international events.
* Analyzed purchasing trends to improve inventory management and reduce unnecessary expenditures.
* Communicated with vendors regarding inventory needs and negotiated prices to maintain profit margins.
* Ensured timely delivery of products by closely monitoring vendor performance and addressing any issues promptly.
* Built long-term supplier relationships with vendors to ensure quality and competitive pricing.
* Maintained complete documentation and records of all purchase activities.
* Forecasted purchasing trends and improved merchandising strategies.
* Negotiated contracts with vendors for cost-effective purchasing terms.
* Participated in trade shows and conferences to stay informed of the latest industry developments and maintain a strong professional network.
* Coordinated with logistics teams to resolve shipping delays or discrepancies while minimizing their impact on operations.
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| 2015-02 – 2015-05**Assistant Buyer – Ansar Gallery Qatar*** Assisted in the procurement process, including processing purchase orders, maintaining records, and tracking deliveries.
* Ensured all purchases complied with company procedures, and processed invoices for payment.
* Maintained complete documentation and records of all purchasing activities.
* Monitored incoming orders and tracked progress to meet deadlines.
* Processed purchase orders and invoices in accordance with company procedures.
* Managed the FMCG Food, staples and beauty category.
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| Education2012 - 2014**Master of Business Administration Marketing - Finance*** CCBM, Kerala Agricultural University, Thrissur
* Masters in Agribusiness Management with Marketing and Finance Specialization
* GPA: 7.5

2009 - 2012**Bachelor of Science – Zoology*** SN College – Natika, Thrissur
* University of Calicut
* GPA: 8.4
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| Skills |
| * Procurement & purchasing procedures
* Cost Optimization & Budgeting
* Price negotiations
* Supplier Relationship Management
* Analytical & Strategic Thinking
* SAP MM Expertise
* ZOHO Software Proficiency
 | * Vendor Negotiations & Contract Management
* Inventory & Asset Management
* Retail management
* Strategic Sourcing & Planning
* Retail & Events Procurement
* Competitor analysis
* Recordkeeping ability
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| LAnguages* English - Proficient
* Malayalam - Proficient
* Hindi - Advanced
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# CERTIFICATIOnS

* SAP MM – 2017
* Advanced Excel for Procurement Professionals- 2015
* ZOHO - 2023