

Jes tj

PROCUREMENT OFFICER

|  |  |
| --- | --- |
| Sharjah, United Arab Emirates, Mob No: +971 523563489 Email: salmotjes@gmail.com  Experienced **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. | |
| 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. | |
| 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. | |
| 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 | |
|  | |
| 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 |

|  |
| --- |
| LAnguages  * English - Proficient * Malayalam - Proficient * Hindi - Advanced |
|  |

# CERTIFICATIOnS

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