



# JITHIN PRAKASH

## Sr Procurement Specialist

Results-driven Senior Procurement Specialist with over 5 years of experience in program management, inventory control, and supplier relationship management. Seeking an Assistant Operations Manager role where I can leverage my expertise in SAP, supply chain coordination, and negotiations to optimize operational efficiency, drive cost savings, and contribute to the growth of a dynamic organization.

## EXPERIENCE

### Operations Manager

Al Tayeb Lisl Al Istalakiya & Business SPC - Oman  
June 2023 to Present

- Strategic Planning: Develop and execute strategic plans for optimizing operations efficiency, cost reduction, and business growth.
- Prepared monthly sales performance and stock reports for senior management and suppliers.
- Resource Allocation: Efficiently allocate and manage resources, including personnel, equipment, and budget, to meet operational objectives.
- Supply Chain Management: Oversee and optimize the supply chain process, including procurement, inventory management, and logistics, to ensure timely and cost-effective product delivery.
- Quality Assurance: Implement and maintain quality control processes to meet or exceed product and service quality standards, ensuring customer satisfaction
- Team Leadership: Lead and mentor a diverse team, ensuring they are motivated, well-trained, and capable of achieving operational goals.
- Regulatory Compliance: Stay updated on local and international regulations, ensuring all operations adhere to legal and safety standards, including environmental compliance.

### Senior Procurement Specialist & Sales Support

Al Tayeb Lisl Al Istalakiya & Business SPC - Oman  
April 2019-May 2023

- Strategic Sourcing: Develop and execute procurement strategies to identify and partner with key suppliers, negotiating favorable terms and agreements.
- Prepared monthly sales performance and stock reports for senior management and suppliers
- Developed demand plans based on historical data and seasonality of products, collaborating with suppliers for 200+ SKU's of various brands.
- Vendor Management: Evaluate and manage vendor relationships, ensuring timely delivery, quality control, and cost-effectiveness in the supply chain.
- Market Analysis: Conduct market research to identify trends, pricing, and potential suppliers, providing insights to support sales and procurement decisions.
- Sales Support: Collaborate with the sales team to provide product information, pricing, and availability, ensuring smooth order processing and customer satisfaction.
- Contract Negotiation: Negotiate and review contracts, terms, and conditions with suppliers, mitigating risks and optimizing procurement agreements.
- Inventory Management: Monitor inventory levels, optimize stock levels, and coordinate with sales and production teams to maintain adequate supply and minimize overstock.
- Sales Reporting, Stock Reporting, Performance Analysis, Reporting to Management

## Contact

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Email: jithin1222@gmail.com

Date of Birth: 22/12/1993

Gender: Male

Nationality: Indian

Marital Status: Married

Driving License : Yes

## Skills

Supplier Relationship Management

- SAP (B1 6.0 S4 HANA)
  - Tally ERP 9
  - Inventory Optimization
  - Supply Chain Coordination
  - Negotiation
  - Mirsal 2
  - Contract Negotiation
  - Purchase Orders
  - Sales Reporting
  - Stock Reporting
  - Import Documentation
  - Export Documentation
  - New Product Introduction
  - Brand Promotion
  - Retailer Partnerships
  - Customer Inquiry Handling
  - Dispute Resolution
  - MS Office (Advanced)
- Excel, Outlook, Word & PPT)

- Inventory Management
- Stock Clearance
- Data Management
- Order Processing Post-Sales Satisfaction
- Service Customization
- Communication
- Collaboration
- Internal Communication
- Client Relations

## Languages

- English (Fluent)
- Hindi (Fluent)
- Arabic (Beginner)
- Malayalam (Fluent)
- Tamil (Basic)

- Documentation and Compliance: Assist in preparing and reviewing import documentation, ensuring compliance with customs regulations and trade laws.
- Customs Clearance: Learn the process of customs clearance, including submitting required documents, paying duties, and coordinating with clearing agents for smooth import operations.
- HS code Classification: Gain knowledge of HS codes to correctly classify imported goods for duty assessment.
- Communication: Communicate with customs brokers, freight forwarders, and internal teams to track shipments, resolve clearance issues, and ensure timely delivery.
- Record Keeping: Maintain accurate records of import-related documents, invoices, and clearances for auditing and reporting purposes.
- Continuous Learning: Stay updated on changes in import/export regulations and trade policies, and seek opportunities for professional development in the field of import clearance.

### Management Trainee in Import Clearance

Sindhu Cargo Service (P) Ltd, Bangalore, India  
Sep 2016- March 2017

- Arranged domestic and international shipments for customers.
- Shipment Coordination, Domestic Shipments, International Shipments
- Maintained import data and verified accuracy of information.
- Import Data Management, Data Verification, Accuracy Assurance
- Processed customer orders, monitored order progress, and handled inquiries.
- Order Processing, Order Monitoring, Customer Inquiries
- Ensured correct classification of imported and exported items.
- Item Classification, Import Classification, Export Classification
- Maintained strong communication with internal departments and external clients.
- Communication, Collaboration, Internal Communication, Client Relations

### Customer Service Executive 2013-2015

Videocon Industry (P) Ltd, Cochin, Kerala, India  
Dec 2013- Jan 2015

- Managed customer profiles, inquiries, and disputes.
- Customer Profile Management, Customer Inquiry Handling, Dispute Resolution
- Provided customer-specific services and ensured post-sales satisfaction.
- Customer Services, Post-Sales Satisfaction, Service Customization
- Maintained customer data bank and supported customer needs.
- Customer Data Management, Customer Support, Data Bank Maintenance

## EDUCATION

- Master of Business Administration (MBA) - Retail & Supply Chain Management
- Bachelor of Business Administration (BBA) - Aviation