

Subject: JOB SEEK: - Procurement, Logistics and Warehousing (Supply Chain Management).

Dear Sir,

Please find attached here with my C.V. as a first step in exploring the possibilities of employment with you. Total I have 14 years of experience in Procurement, logistic and warehousing.

A work Experience within Saudi Arabia and India (Below details from current to first)

Current experience in Reliance Jio Infocomm Limited (India) since **01/01/2022 to till date**. As SCM (Procurement. Logistics and Warehouse assistant manager)

Sunshine Granites P. Ltd (India- Telangana) Since April 2014, to December 2021 as **Procurement and Warehouse assistant manager.**

Ali Salim Manufacturing & Trading Company (Saudi Arab) since 01/01/2006 to 30/01/2012 as a **Procurement and Warehouse assistant manager.**

I would appreciate if there is an opportunity in your organization for the given position and I look forward for your cal. Please contact me on below details:-

Mobile: - **00918790862257/ 0091-9705745786**

E-mail:- abdullahsgpl@gmail.com

Thanking you for your kind consideration.

Mohammed Abdullah.



Mohammed Abdullah

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✉abdullahsgpl@gmail.com

Profile Summary

Strategic and results-driven Assistant Manager of Procurement, logistics and warehousing with over 14 years of experience leading procurement operations, driving cost savings, and optimizing supply chain processes. Proven track record in negotiating high-value contracts, managing vendor relationships, and implementing procurement strategies to support organizational goals. Having profound experience and expertise in all sort of Material Management including systematic Inventory Control System, Warehouse Management, Logistic Analyzing and managing warehouse Team Controlling with full motivated.

Employment History

Procurement, logistics & warehousing assistant manager

Reliance Jio – Telangana, India.

January 2022 - Present

- **Strategic Leadership:** Develop and implement procurement strategies that align with corporate goals and drive cost efficiencies. Successfully reduced procurement costs by ~25% through strategic sourcing and negotiation.
- **Vendor Management:** Oversee vendor selection and management processes, ensuring compliance with contractual obligations and performance standards. Established key partnerships resulting in improved service levels and cost reductions.
- **Process Improvement:** Spearheaded initiatives to streamline procurement processes, resulting increased operational efficiency and reduction in procurement cycle time.
- **Data Analysis:** Utilize analytics to assess supplier performance, market trends, and procurement metrics, driving data-informed decisions and strategy adjustments.
- **Total Depot operations & Monitoring** supply chain management for Depot / Distributor.
- **Just-in-time sourcing** of working technique to team members, troubleshooting and In-bound logistics management.
- **Storage & Handling** / Release & control of Finished Goods, Category storage, facilitating FIFO Compliance, Ensure stacks as per norms, Loading / Unloading inspection, follow-up slow moving SKU with team. Tracking in transit & dispatch planning on daily basis.

Procurement assistant Manager & Equipment Sourcing Sunshine

Granites Pvt Ltd – Telangana, India.

April 2014 - December 2021

- **Contract Negotiation:** Negotiated and managed contracts with key suppliers, achieving savings and favorable terms.
- **Strategic Sourcing:** Developed and executed sourcing strategies for high-value commodities, reducing overall procurement spend while ensuring quality and delivery standards.
- **Cross-Functional Collaboration:** Worked closely with finance, operations, and legal teams to align procurement strategies with business needs and compliance requirements.
- **Risk Management:** Identified and mitigated supply chain risks through proactive supplier assessments and contingency planning.
- **Special Project:** Identified opportunities and rolled out marketing alliances to generate alternate revenue in partnership with R&D, QA, Operations and Marketing Team
- **Operations:** Overseeing receiving, warehousing, and distribution operations
- **Safety:** Ensuring the safety of staff and inventory, and implementing security operations
- **Inventory:** Managing inventory levels, tracking systems, and stock control
- **Documentation:** Maintaining accurate records of warehouse activities

Procurement & Warehouse assistant Manager
Ali Salim Manufacturing & Trading Company
Riyadh, Saudi Arabia.

January 2006 - January 2012

- **Supplier Relations:** Managed relationships with key suppliers, resolving issues and ensuring timely delivery of goods and services.
- **Budget Management:** Oversaw procurement budgets, tracking expenditures and ensuring adherence to financial guidelines.
- **Process Optimization:** Implemented process improvements that enhanced procurement efficiency and accuracy, reducing order processing time.
- **Storage & Handling / Release & control of Finished Goods, Category storage, facilitating FIFO Compliance, Ensure stacks as per norms, Loading / Unloading inspection, follow-up slow moving SKU with team. Tracking in transit & dispatch planning on daily basis**

Education

B.COM (Commerce) Kalinga University, Telangana, India.

Certification:

- **I.T.I** ("Diploma" in Diesel Industrial Training Institute)
- **O.C.A** (Oracle Corporation Associate)
- **Rutgers Supply chain logistic and warehouse**

Software Skills: Software (packages) SAP, Fiori, Ms-office (Word, Excel, And PowerPoint)

Skills

- Strategic Sourcing & Procurement
- Vendor & Supplier Management
- Contract Negotiation & Management
- Cost Reduction & Budget Management
- Data Analysis & Performance Metrics
- Team Leadership & Development
- Supply Chain Optimization
- Risk Management & Mitigation

Achievements

- **Cost Savings Achievement:** Delivered cost savings across procurement operations through strategic initiatives and negotiations.
- **Process Improvement:** Led a project that improved procurement process efficiency by enhancing overall operational performance.
- **Certifications:** Rutgers from New York for Supply Chain Management (Procurement, Logistics and warehouse) and Kaist certificate (Korea).

Personal Details:

Name: Mohammed Bin Abdullah

Marital Status: Married

Gender: Male

Languages: English, Telugu, Arabic and Hindi.

Nationality: Indian