



MUNEER BASHEER

PROFILE

Seasoned Purchase Executive with relevant experience in managing end-to-end procurement processes, supply chain management, and vendor negotiation. Proven ability to drive cost savings through strategic sourcing and cost reduction strategies. Skilled in contract management, ensuring favorable terms and conditions while maintaining strong supplier relationships. Demonstrated track record in improving operational efficiencies through effective procurement practices and innovative solutions. Adept at analyzing market trends and supplier performance to make informed purchasing decisions. Recognized for exceptional negotiation skills, attention to detail, and ability to thrive in fast-paced environments.

WORK EXPERIENCE

Purchase Executive 01/2024 - PRESENT Royal Blue Hotels Pvt Ltd, Thiruvananthapuram

- Managed and oversaw the procurement process for Royal Blue Hotels Pvt Ltd.
- Developed and maintained relationships with suppliers and vendors to ensure timely delivery of goods and services.
- Negotiated contracts and terms with suppliers to secure cost-effective deals without compromising quality.
- Monitored inventory levels and coordinated with the warehouse team to ensure optimal stock levels.
- Analyzed market trends and supplier performance to identify potential cost savings.
- Prepared and processed purchase orders, requisitions, and invoices in accordance with company policies.
- Collaborated with the finance department to ensure accurate and timely payment of supplier invoices.
- Conducted regular audits of procurement processes to ensure compliance with company policies and regulations.

Delivery Coordinator 03/2023 -12/2023 Multilink Systems , Thiruvananthapuarum , Kerala

- Monitored stock levels and placed order when necessary
- Coordinated with warehouse staff to ensure timely loading and unloading of goods
- Worked closely with logistics team members to coordinate the most efficient routes for drivers

Sales Assistant 04/2018 - 01/2023 Laviera Ladies Textiles , Abudhabi, UAE

- Informed customers about current promotions and discounts
- Processed special orders for out-of-stock items when necessary
- Organized stockroom shelves, racks and bins according to store layout and product categories.
- Monitored stock levels to facilitate restocking and replenishment of shelves.

CONTACT

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EDUCATION

IBIS ACADEMY, 2/2024
THIRUVANANTHAPURAM
Diploma in Logistics and Supply Chain Management

SKILLS

- Vendor Management
- Contract Negotiation
- Cost Reduction Strategies
- Inventory Management
- Market Analysis
- Purchase Order Processing
- Supply Chain Optimization
- Data Analysis
- ERP Systems
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Store Merchandising
- Warehouse Operations
- Time Management
- Multitasking and Organization
- Demand forecasting

LANGUAGES

- English: Fluent
- Hindi: Fluent
- Malayalam: Native
- Tamil: Conversational
- Arabic: Conversational