

SHUKOOR ACHUMMANDEKATH
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Visa Status: UAE visit visa



CAREER OBJECTIVE

Obtain a responsible position in an organisation with the best capabilities, skills and knowledge.

CAREER SUMMARY

20+years of experience spanning across the field of purchasing and logistics/distribution

WORK EXPERIENCE

Purchasing and Logistics Manager with M/s. Kinetics Middle East LLC, Dubai, U.A.E.

2016 April – 2023 December

Lead and mentor a team of purchasing/logistics professionals, provide guidance and support to achieve departmental goals by decreasing handling time by 20%. Conduct performance evaluations and providing training and development opportunities. Foster a collaborative and customer-focused culture within the purchasing and logistics team.

Purchasing and Logistics Officer with M/s. Kinetics Middle East LLC, Dubai, U.A.E.

2008 June – 2016 March

As a distributor, company deals with MEP/HVAC - vibration/ noise control isolators, seismic restraints, flexible connectors, expansion joints, acoustics panels, fabrics and floating floor, acoustics sub-contract works – purchase and import from world across i.e., USA, China, Australia, India, UK and other European sectors and supply locally in UAE and export to Middle East, North African (MENA) region, Asian subcontinents, etc.,. Proficient in opening and executing Letter of Credit on local and export delivery, proficient in Oracle Net-suite, chamber of commerce portal for CO

<https://www.kineticsmiddleeast.com>

Purchasing and Logistics Officer with M/s. Bridgeway Medical System LLC, Dubai, U.A.E.

2006 December –2008 May

Purchase and import from overseas suppliers and selling in UAE, occasionally in other Middle East countries-medical equipments for laboratory, orthopaedics, wound care, burn care, etc., concentrating mainly on rehab wheel/non wheel chairs

<https://bridgewayhealthcare.com>

Purchase Officer with M/s. Future Pipe Industries, Abu Dhabi, U.A.E

1997 August– 2001 December

Manufacture GRE, GRP pipes and fittings to oil, gas, industrial, water, marine & offshore. Purchase raw materials, machines, parts and tools, other consumable goods for the factory and office. Manage the entire procurement process, including sourcing, negotiation, and purchasing of goods and services. Ensure timely order placement and receipt the goods for the factory day and night requirement.

<https://futurepipe.com>

EDUCATION

Master of Arts (M.A.) in English Literature, Kannur University, India, 2002 June – 2004 May

Bachelor of Arts (B.A.) in English Literature, Calicut University, India, 1994 June – 1997 April

SKILLS

- Presentation, Leadership, Administrative, Training, Supervisory, Diplomatic and Analytical.
- Microsoft Office Suite/Microsoft Excel, Word, PowerPoint, Power BI and Computer Basics.
- Drafting, Communication, Sourcing and Negotiation.
- SAP and Oracle Net Suite, ERP Software, Tally and Internet Concepts.
- Procurement, Logistics, Inventory, Supply Chain Management.
- Supply Chain Optimization, Forecasting, Emergency/Risk Advisory, Internal Audit and Control
- Linguistic Ability: English, Arabic, Hindi, Malayalam

Roles and Responsibilities:

- Selecting carriers and negotiating contracts and rates on both import and export by sea/air/land, benefits administration costs 30% by negotiating pricing and fees.
- Supervising logistics, warehouse, transportation, distribution of goods by planning and monitoring inbound and outbound deliveries, ensures proper handling and storage conditions.
- Organising label goods and process shipments according to FCL /LCL /trucking terms.
- Manage logistics plans and schedules, coordinate with suppliers in dispatching material and necessary documents and clear the goods at ports, ensure timely and accurate goods receipt.
- Route analysis, researching ideal shipping techniques, maximising container space utilisation.
- Coordinate with suppliers, manufacturers, and internal departments in supply chain optimization and reduce costs/cost control
- Monitor and report on key performance indicators (KPIs) related to procurement, logistics, and contracts and implement enhancements.
- Ensuring efficient logistics set up in order to meet the current and future needs of customers, efficient stock management, packaging and delivery.
- Monitoring all operations adhere to laws, guidelines, ISO requirements and aware of Jafza (Dubai) and Kizad (Abu Dhabi) regulations.
- Identify and mitigate risks associated with procurement and logistics operations.
- Work closely with internal stakeholders, including finance, operations and other department, to align procurement and logistics strategies with business goals.
- Develop contingency plans to address potential supply chain disruptions.
- Analyze procurement and logistics costs to identify opportunities for cost savings.
- Preparing all relevant documents for the opening, negotiation and conformation of Letter of Credit on local and export delivery.
- Timely issuance of Letter of Credit to counterparties, coordinating and liaising with Trade Finance like payment releasing, amendments to letter of credit.
- Follow up with clients for timely receipt of Letter of Credits, amendments if any, minimise discrepancies on documents, ensure payments and cash flow without delay.
- Coordinating with operations and shipping forwarders to monitor vessel/flight movements and make sure that all shipping documents like Bill of Lading, Statistical Export Declaration, legalized documents are received in a timely manner.
- Research potential vendors, draft, review, and negotiate contract with vendors and suppliers to ensure favourable terms and conditions. Identify the tendering and submission timelines
- Compare and evaluate offers from suppliers. Negotiate contract terms of agreement and pricing, benefits administration costs 30% by negotiating pricing and fees.
- Track orders and ensure timely delivery and review quality of purchased products.
- Enter order details into internal databases.
- Maintain updated records of purchased products, delivery information and invoices in time.
- Prepare reports on purchases, including cost analysis & monitor stock levels and place orders
- Attend trade shows and exhibitions to stay up-to-date with industry trends.

Awards:

The employee of the month: March 1999