

PERSONAL STATEMENT

As a Logistics Specialist with three years of experience in global procurement and sourcing, I bring a practical blend of skills to the team with solid foundation in supply chain management, logistics and shipping, warehousing, finance & accounting. I am committed to driving efficiency and excellence in supply chain operations by fostering collaboration among cross-functional teams to achieve tangible improvements in supply chain performance. I am dedicated to leverage my skills and knowledge to contribute meaningfully to the success and growth of our organization's supply chain operations.

ACADEMIC SUMMERY

Master of Business Administration	2020-2022
<i>Rajadhani Business School, Trivandrum – India</i>	77%
Bachelor of Science	2016-2019
<i>Bharata Mata College, Cochin – India</i>	65%
Higher Secondary	2014-2015
<i>International Indian School, Dammam – Kingdom of Saudi Arabia</i>	68%

PROFESSIONAL EXPERTISE & SKILLS

Stakeholder Management	<ul style="list-style-type: none">• Skilled in understanding and addressing stakeholders' concerns to ensure smooth operations and successful outcomes, driving efficiency and optimization across the supply chain ecosystem.• Experienced in fostering strong relationships with stakeholders and incorporating their feedback to drive continuous improvement and enhance overall supply chain performance.
Negotiation and Collaboration	<ul style="list-style-type: none">• Proficient in leveraging negotiation skills to collaborate effectively with suppliers, customers, and partners in supply chain management.• Skilled in negotiating contracts, pricing, terms, and agreements to achieve favorable outcomes and build mutually beneficial relationships that drive value supply chain operations.
Contract Management	<ul style="list-style-type: none">• Knowledgeable in contract negotiation and management, ensuring adherence to terms and conditions while optimizing cost savings and operational effectiveness.• Ability to navigate complex service agreements interpreting contractual clauses, managing obligations, and mitigating risks to optimize contractual outcome.
Risk Management and Compliance	<ul style="list-style-type: none">• Profound understanding of supply chain risks and adept in developing comprehensive risk mitigation strategies to safeguard operations against disruptions, thereby ensuring steady supply chain performance.• Skilled in assessing and addressing risks related to demand variability, supplier disruptions, regulatory changes ensuring continuity and resilience in supply chain operations.

PROFESSIONAL EXPERIENCE

Finlord Investments Pvt Ltd

Finance Executive

1ST Sep 2022 – 30TH Jan 2024

Services: Equities, Derivatives and other capital market instruments.

As an integral part of the team, I have been instrumental in effectively managing share trading activities involving Equities, Derivatives, and various other capital market instruments. This has entailed analyzing market trends, executing trades with precision, monitoring portfolio performance, and collaborating with stakeholders to develop and implement trading strategies aligned with organizational goals.

Financial Operations & Oversight	<ul style="list-style-type: none">• Supervise share trading activities, including Equities, Derivatives, and other capital market instruments.• Manage all financial transactions, including fixed and variable expenses, budgets, and bank deposits.• Maintaining accurate financial records and documentation involves meticulous record-keeping of all financial transactions, preparing financial statements, reports, and documentation for internal and external stakeholders.• Support strategic decision-making by providing financial insights and analysis for decision-making processes.
Stakeholder Interaction & Collaboration	<ul style="list-style-type: none">• Engage in regular interaction with banks, auditors, and regulators to ensure compliance and smooth financial operations.• Communicate financial performance metrics, trends, and key insights to stakeholders, including senior management and investors.• Present financial reports, forecasts, and analysis in a clear and concise manner, highlighting risks, opportunities and strategic initiatives.• Facilitate discussions and meetings to address stakeholder queries, concerns, and provide transparency regarding financial decisions and initiatives.

Tata Consultancy Services

Supply Chain Associate

10TH May 2019 – 29TH Mar 2022

Services: Work Order Management, Project Installations

Client : GE Healthcare (U.S.A)

As a Supply Chain associate, I oversee the end-to-end supply chain process for healthcare equipment delivery, managing work orders efficiently to ensure timely product delivery. I provide back-end support for operations, collaborate with warehouse teams to optimize inventory management and logistics, and ensure compliance with regulatory requirements and industry standards. I analyze supply chain data, identify areas for improvement, and implement corrective actions while maintaining accurate records and documentation.

Logistics & Delivery Coordination	<ul style="list-style-type: none"> • Coordinate the delivery of healthcare equipment such as PET scans, CT scans, MR scans, and related heavy equipment to end customers, ensuring seamless transportation and logistics management. • Provide back-end support for efficient product delivery from warehouse to customers, managing inventory, coordinating logistics, and resolving logistical issues. • Collaborate with internal teams to streamline processes and optimize the overall delivery experience for customers.
Inventory Management & Order Fulfillment	<ul style="list-style-type: none"> • Regularly conduct thorough inventory checks to ensure accurate stock counts and monitor the availability of products. • Maintain optimal stock levels by implementing efficient inventory management practices, such as replenishing stock as needed, minimizing excess inventory, and identifying opportunities for cost savings. • Efficiently fulfill customer orders with precision, ensuring that products are accurately picked, packed, and shipped according to order specifications. • Implement streamlined processes to facilitate timely delivery, including coordinating with logistics partners, optimizing route planning, and monitoring shipment tracking for real-time updates to meet customer expectations.

PRODUCTIVITY TOOLS

- SAP Materials Management
- Microsoft Office Suite
- SAP FICO

INDUSTRY MICRO-CREDENTIALS

TCS iON Digital Learning Platform	2020
Operational Procurement	
Warranty/Spares/Logistics Management	
Fleet Management	
HRD Skills - UAE	
Logistics and Supply Chain Management	2019
SWAYAM, Ministry of Education - India	
Corporate Finance	2019

INTERESTS AND HOBBIES

In my leisure time, I enjoy engaging in diverse activities that contribute to my personal growth and well-being. I am passionate about playing musical instruments, including Keyboard, Keytar and Percussion instruments like Darbuka and Dholak, which not only allows me to express creativity but also enhances my focus and coordination. Additionally, I actively participate in sports such as Badminton, Table Tennis, and Carrom board fostering teamwork, resilience and a healthy lifestyle. These hobbies reflect my versatility, discipline, and commitment to continuous learning and development.

PERSONAL SUMMERY

Data of Birth	20/09/1997
Marital Status	Single
Language Proficiency	English, Malayalam, Hindi, Tamil
Current Location	Kerala, India

I hereby assert that the above furnished details are true and correct to the best of my Knowledge and belief.

Yours Truly
RIJO SABU