

SACHIN SAJI

Dubai, UAE • +971 54 241 8313 • sachin1910saji@gmail.com
<http://linkedin.com/in/sachin-saji-9b390a2b0>

SUMMARY

Dedicated Operation Executive with years of expertise in optimizing operational processes and driving efficiency in food service sector. A proven track record of effectively managing daily operations, organizing logistics, and guaranteeing adherence to quality standards. With all of these years of expertise, I have developed a strong foundation in supplier relationship management, negotiating skills and strategic sourcing. I thrive in collaborative environments and effectively liaise with cross-functional teams to achieve organizational goals.

WORK EXPERIENCE

Operation Executive, Sentinel Ventures FZ LLC, Dubai, UAE

March 2024 - Present

Supplier & Customer Management:

- Identify and evaluate potential suppliers and customers for food products in both domestic and international markets.
- Negotiate contracts and pricing agreements to secure favorable terms and conditions.
- Build and maintain strong relationships to ensure reliability and quality of supply.

Sourcing & Purchasing:

- Source high-quality food products that meet the company's specifications and regulatory standards.
- Build and maintain strong relationships with suppliers to negotiate favorable terms and conditions.
- Manage the procurement process, including issuing purchase orders and tracking deliveries.

Market Research:

- Conduct market analysis to identify trends, pricing fluctuations, and potential new suppliers.
- Stay updated on industry developments, competitor offerings, and regulatory changes that may impact sourcing strategies.

Cross-Functional Collaboration:

- Work closely with all departments within the company to align operational strategies with overall business goals.
- Participate in strategic planning meetings to discuss operational challenges and opportunities.

Inventory Management:

- Monitor inventory levels to ensure adequate stock without overstocking.
- Implement inventory control systems to monitor stock levels and facilitate replenishment.

Documentation & Regulatory Compliance:

- Ensure adherence to import-export regulations and customs requirements for food products.
- Maintain documentation and records related to compliance and safety inspections.

Supply Chain Management:

- Coordinate with suppliers, manufacturers, and logistics providers to ensure timely and efficient movement of goods.
- Oversee the entire supply chain process, including sourcing, importing, and exporting FMCG products.

Operation Executive, Sainsbury's, Northampton, United Kingdom

March 2022 - Dec 2023

Project Management:

- Oversee and coordinate various projects within the organization.
 - Develop project plans, set goals, and monitor progress.
 - Ensure that projects are completed on time and within budget.
-

Process Improvement:

- Identify areas for process improvement within the organization.
- Streamline existing processes to enhance efficiency and effectiveness.
- Implement best practices to optimize workflow.

Resource Management:

- Manage and allocate resources efficiently, including personnel, equipment, and materials.
- Monitor resource usage and make adjustments as needed.

Quality Control:

- Implement quality control measures to ensure products or services meet established standards.
- Conduct regular inspections and audits to identify and address quality issues.

Logistics and Supply Chain Management:

- Coordinate logistics and supply chain activities to ensure smooth operations.
- Manage inventory levels and optimize supply chain processes.

Team Leadership:

- Supervise and lead a team of operations staff. Provide guidance, support, and training to team members.
- Foster a positive and collaborative working environment.

Data Analysis:

- Analyze operational data to identify trends, opportunities, and areas for improvement.
- Use data-driven insights to make informed decisions.

Assistant HR Administrator,**Sep 2020 - Oct 2021****JJ Care Recruitment Services Ltd, Southport, United Kingdom**

- Provide general administrative assistance to the HR team, including data entry, filing, and document management.
- Maintain accurate and up-to-date employee records in HRIS (Human Resources Information System) databases.
- Assist with job postings on various platforms and company websites.
- Screen resumes and applications, and schedule interviews. Help in coordinating candidate interviews and assessments.
- Assist in preparing and distributing new employee onboarding materials.
- Coordinate new hire orientations and ensure necessary paperwork is completed.
- Help with offboarding processes, including exit interviews and paperwork

EDUCATION**Master of Business Administration (MBA) in Operations & HR Management**

University of Central Lancashire, Preston, United Kingdom

2019 - 2021

Bachelor of Commerce | BCOM

Madras Christian College, Chennai India

2015 – 2018

ADDITIONAL INFORMATION

- **Skills:** Leadership skills, Project management skills, Problem-solving skills, Interpersonal skills, Communication skills, Analytical skills, Recruitment and Selection, Onboarding and Orientation, Strong negotiation skills, Great relationship management, Ability to adapt to change, Understanding of risk management, Time management.
 - **Languages:** English, Hindi, Tamil, Malayalam
-