**SHAIJU THANKAPPAN**

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**EXPERT PROCUREMENT AND LOGISTICS EXECUTIVE AND BUISINESS ANALYST.**

Versatile results-driven professional with 20+ years of comprehensive experience developing exceptional relationships with clients, end users, vendors and senior leadership to provide sustainable business solutions. Superb leadership abilities and personnel management skills with strong expertise in the Procurement and logistics sector. Proven problem solving and analytical thinking skills, a fast-learning curve, and ability to adapt to evolving industry trends. A dedicated professional with the drive and skill-set to excel in a fast-paced leadership role enhancing a company\*s ability to capture profitable sources. Planning determining a business unit’s mission & strategic direction; capability to formulate & implement tactical initiatives for achieving corporate strategic goals, targeting strategic assignments with an esteemed organization preferably Overseas or Local.

**CORE COMPETENCIES**

* Procurement and Logistics database management and analysis.
* Procurement process management – Procure to pay, SLA, Contract management.
* Cost analysis and Budgeting – Maintain Purchase history database for analysis and forecast.
* Attention to detail and quality.
* Team Management.
* Multi-task management.
* Communication.
* Negotiation, Bid-tabulation, Contract management, Vendor database management.

**EDUCATION.**

* Bachelor of Science Degree from University of Kerala India.
* Computer Systems Management from NIIT India.
* Various Procurement and Logistics related job training courses from Emirates Aviation college Dubai.
* Logistics systems Training course from Danzas.
* MS Office, Oracle, SQL, iProc, Maximo training Courses from Emirates Aviation College Dubai UAE.

**EXPERIENCE AND ACHIEVEMENTS.**

FREELANCE PROCUREMENT ANALYST AND ADVISOR - BANGLORE INDIA 2019 – CURRENT.

Provide guidelines how to manage and maintain procurement related data on information system for the firm. Ensure that the procurement process flow smoothly and efficiently by providing timely and accurate data to the decision makers. Conduct market research, trends analysis based on client procurement Team’ requirement. Collaborate with the internal stakeholders, such as finance, legal and other teams to understand the business needs and contribute towards the sourcing strategies. Support strategic sourcing activities and enhance the procurement process and tools, by providing relevant data and information to the procurement team and other stakeholders in order to make their procurement decisions based on the trends and data analysis. Maintain accurate records of procurement activities and contracts, and produce reports and analysis as required to support decision making.

EMIRATES AIRLINES DUBAI – SENIOR BUYER 2006 TO 2019.

Procurement, Logistics, Inventory, Material handling, Sourcing of all Technical Units and spare parts, Consumables, Component Repairs, Unit Calibrations, Oil Analysis, Asset disposals, Dangerous goods and units like X-ray unit disposal, PM Contract, BPA, PPO, SLA and Repair Contracts. Well experienced in handling all above processes in a Timely and cost-effective manner without compromising Quality by proper regular communication, negotiation and expediting with the vendors and freight forwarders. Competency in functions like MRE, RFP, RFQ /Tender, Bid-Tabulation, Negotiation, PO/confirmation, BPA, Planned PO and Contracts, expediting deliveries, user acceptance, GRN and follow up with Accounts Payables for payments. Raising Asset disposal forms based on age and maintenance cost BER or obsolete units or spares and forwarding for higher management approvals.

EMIRATES AIRLINES DUBAI – ASSISTANT BUYER 2000 TO 2006.

All Procurement and Logistics activities from procure to pay. Main Competency in functions like MRE, RFP, RFQ /Tender, Bid-Tabulation, Negotiation, PO/confirmation, BPA, Planned PO and Contracts, expediting deliveries, user acceptance, GRN and follow up with Accounts Payables for payments. Raising Asset disposal forms based on age and maintenance cost BER or obsolete units or spares and forwarding for approval based on approval hierarchy.

DNATA -EMIRATES GROUP DUBAI – ASSISTANT MAINTENANCE PLANNER 1994 TO 1999.

Preventive Maintenance Planner – GSE and Non GSE, Ramp Equipment and Aircraft Repair / maintenance and Preventive maintenance planning. PM Scheduling, Administration works, office management, Duty roster preparation, PM Checklist preparation.

**SKILLS AND ACHIEVEMENTS.**

Procurement, Sourcing, Logistics & Supply chain, Strategy Planning & Execution, Vendor Management, Negotiations, Process Improvement/Enhancements, Quality Management, communication, Contract Management, Cross-functional Coordination, Team Building & Leadership. Sound technical knowledge of procurement Process, principles and their application on any industry. Ability to build collaborative relationships and Persuasive and clear communication and interpersonal skills.

Being Mabrook awards, Bright Ideas, Best performer awards winner have excellent skills to Lead purchasing teams for worldwide procurement strategies to maximize cost reduction, supported new emerging markets such as china, Malaysia Australia and developed financial cost models to analyse manufacturer/supplier cost of production. Reduced cycle time by 50% from Request for Quotation (RFQ) stage to ordering stage; negotiated price & delivery and achieved overall 05 to 20% discounts. US$ 2.5 Million in cost savings through the initiation of continuous improvement metrics and negotiation. Pivotal in reducing logistic costs 5% by aggressively negotiating with service providers from previous history.

**Languages**: English, Hindi, Urdu, Arabic, Tamil, Malayalam, Kannada and French