

SHREYAS S

Procurement/Purchase Executive

Results-driven Procurement and purchase Executive with 3years of hands-on experience in strategic purchase and inventory management, sourcing, vendor management, and supply chain coordination across diverse industries. Proven ability to negotiate contracts, implement cost-saving initiatives, and optimize procurement processes while ensuring compliance with quality and regulatory standards. Adept at managing inventory for vessels for shipping industry, overseeing logistics and distribution, and building strong supplier relationships. Skilled in market research, contract management, and cross-functional collaboration to support operational efficiency and business growth.

WORK EXPERIENCE

PROCUREMENT/PURCHASE EXECUTIVE Synergy Oceanic Services India Pvt. Ltd - India

2021 - 2024

- Developed and executed effective procurement strategies tailored to inventory management for vessels, ensuring timely availability of critical supplies.
- Negotiated contracts with vendors, achieving significant cost reduction while maintaining quality and compliance standards.
- Managed end-to-end purchasing activities, including purchase orders, supplier communication, and invoice processing.
- Implemented best practices in supply chain management to streamline processes and improve operational efficiency.
- Coordinated with cross-functional teams for seamless logistics and distribution, ensuring timely delivery to vessels and other sites.
- Sourced and developed reliable vendors through rigorous vendor management and evaluation processes.
- Analyzed market trends, pricing data, and supplier performance to inform strategic sourcing decisions.
- Improved inventory accuracy and turnover by optimizing inventory management systems and conducting regular audits.
- Managed supplier relationships and led supplier development initiatives to enhance supply chain resilience and quality.
- Developed and maintained proper contract management procedures to ensure legal compliance and risk mitigation.
- Optimized procurement cycles through the use of data-driven planning, automation, and continuous process improvement.
- Led and trained procurement team members, promoting professional growth and improved performance.
- Ensured compliance with internal policies and external regulations through meticulous documentation and reporting.
- Handled professional communication via mail and calls with clients and vendors, maintaining service level standards.
- Monitored quality control measures across the supply chain to ensure adherence to technical specifications and client expectations.

INTERNSHIP

- Supply chain and inventory management(malabar cements limited, kerala)
- Operations and marketing (Oceancare Forwarders Pvt. Ltd, bangalore)

CERTIFICATION

- Pg Diploma in supply chain logistics and shipping management
- Zabeel International Insitute Of Management and Technology , UAE



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01/05/1995

Nationality : Indian

Visa Status : Visit Visa

EDUCATION

- **MBA in Operations and Supply Chain Management**
Mysore University-2019
- **Bachelor of Business Administration in finance**,Calicut University - 2017

HARD SKILLS

- Procurement and sourcing
- Contract management
- Supply chain management
- Negotiation
- Supplier development
- Market research
- Vendor development management
- Inventory management

SOFT SKILLS

- Strategic thinking
- Communication & Stress Management
- Problem-Solving & Time management
- Team Management & Adaptability
- Attention to detail & Decision-making

TECHNICAL SKILLS

- Purchase ERP
- Microsoft Word
- Microsoft Excel
- PowerPoint

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil