

Sudheesh PS

Senior Officer-Stores&Purchase Group

Contact

Address
Sharjah UAE

Phone
+97150 7495289

E-mail
sudhipallithara@gmail.com

Skills

Strategic Procurement
Contract Management
Analytical Skills
MS Office Suite
ERP
Ability to work collaboratively as part of a team
Team management
Negotiation skill
Organizational skills
Logistic Management
Financial acumen
Market knowledge
Supplier relationship management
Vendor Sourcing

Languages

English
Hindi
Tamil
Malayalam (Native)

Software

Inventory System
LPO System
MS Office

I am a dedicated and results-driven professional with a decade of experience in office administration, procurement and stores management. I am Now seeking new opportunities in Administration /Procurement/ Stores management, where can leverage expertise to drive success for an organization while continually expanding skills and knowledge in this dynamic field.

Work History

2011-02 -
2024-03

Senior Officer - Stores & Procurement Group

DYNATRADE LLC, Sharjah-U.A.E

- Generate reports on procurement and inventory metrics for management and decision-making
- Prepare quotation and Performa invoice and provide all relevant information
- Continuously assess and improve procurement and inventory management processes to enhance efficiency and reduce costs
- Leverage procurement and inventory management software or systems to streamline operations
- Collaborate with other departments, such as finance, operations, and logistics, to ensure seamless flow of goods and materials
- Ensure that all procurement activities comply with legal and ethical standards. Promote ethical practices, including fair competition and transparency in procurement process
- Stay updated on industry trends, procurement regulations, and best practices
- Maintain detailed records of procurement activities, inventory transactions, and vendor contracts
- Following and enforcing company's procurement policies and procedures
- Conducting periodical internal audit to ensure quality and condition of stored items meet organizational standards
- Participate in internal audit activities by providing necessary information to internal auditors
- Organize periodic meetings with internal stakeholders to understand and agree on way forward for relevant category sourcing requirements.
- Built relationships with vendors to negotiate ideal terms for purchases.
- Utilized software to order, track and invoice product shipments.
- Process and submit invoice to finance dept. with all supporting documents and concerned approvals.

Purchase Assistant

Electrosan Trading LLC, Dubai-U.A.E

- Supplier and trader of MEP Materials
- Sourcing materials, goods, products, and services and negotiating best or most cost-effective contracts and deals
- Request quotes and compare prices for maximum ROI
- Coordinating with supplier and following up on delays or orders that have been rescheduled
- Examine and review products and supplies to ensure quality
- Track incoming inventory, delivery arrival time, and note actual arrival time

2005-01 -
2011-01

- Organize and update database of suppliers, delivery times, invoices, and quantity of supplies
- Send enquiries to supplier to get lowest quote
- Produce reports, presentations and briefs
- Develop and carry out efficient documentation and filing system
- Build supplier relationship and correspondence through emails & calls
- Should be aware of complete process of shipment and logistics.

Education

Diploma in Electrical Engineering

Kerala State Board of Technical Education - Kerala-India

Certifications

SAP - Materials Management
Computer Hardware and system assembling

Accomplishments

- Achieved best cost reduction in procurement by finding competitive suppliers of parts through extensive market research, with up to 20% lower prices, and directly influencing to increasing companies profit
 - Single-handedly revamped the existing inventory system, making it 50% more efficient than before
 - Streamlined inventory by collaborating with team members
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Personal Information

- Visa Status :Cancelled
- Date of Birth: 09/05/79
- Nationality: Indian
- Marital Status: Married
- UAE Driving LLicense