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## SUDHEESH P S

SENIOR PROCUREMENT OFFICER

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### PROFILE

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 I can leverage my expertise to drive success for an organization while continually expanding my skills and knowledge in this dynamic field.

### CONTACT

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Al Nahda, Sharjah, UAE

### LANGUAGES

English

Hindi

Tamil

Malayalam (Native)

## EXPERIENCE

### SENIOR OFFICER – STORES & PROCUREMENT GROUP

DYNATRADE LLC, SHARJAH, UAE

FEBRUARY 2011-NOVEMBER 2023

- Generate reports on procurement and inventory metrics for management and decision-making.
- Analyze data to identify trends, cost-saving opportunities, and areas for improvement.
- 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 a 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 the procurement process.
- Identify and mitigate potential risks in the procurement and inventory processes.
- Assist in budget planning and control related to procurement and inventory expenses.
- Stay updated on industry trends, procurement regulations, and best practices.
- Maintain detailed records of procurement activities, inventory transactions, and vendor contracts as per the QMS policy to ensure all procurement and inventory records meet regulatory and organizational compliance requirements.
- Conducting periodical internal audit to ensure the quality and condition of stored items meet organizational standards.

### PURCHASE ASSISTANT

ELECTROSAN TRADING LLC | DUBAI, UAE

JANUARY 2005-JANUARY 2011

A Supplier and trader of MEP Materials

- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Request quotes and compare prices for maximum ROI

## PERSONAL DETAILS

Date of Birth: 09.05.1979

Nationality: Indian

Marital State: Married

Driving License: UAE

## ACHIEVEMENTS

- 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

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

## EDUCATION

### DIPLOMA IN ELECTRICAL ENGINEERING

Kerala State board of Technical education, India

## TRAINING AND CERTIFICATIONS

- SAP – MM
- Computer Hardware and system assembling

## KEY SKILLS AND CHARACTERISTICS

- Strong interpersonal & communication skills
- Analytical Skills
- MS Office Suite
- ERP
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership, Team player
- Meticulous attention to detail
- Negotiation skill
- Organizational skills
- Financial acumen
- Market knowledge
- IT Skills
- Supplier relationship management
- Project management skills
- Adaptability