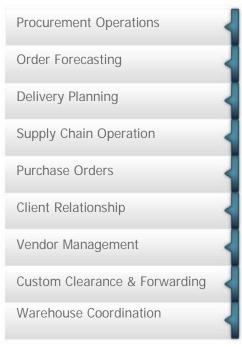
THANZEEL LATHEEF

Versatile, high-energy professional targeting assignments in Supply Chain and Procurement Operations with an organization of high repute.

(+966) 502301072

Key Skills



Profile Summary

- → Offering a career of nearly 5 years in ensuring effective. coordination and managing operations in relation to Procurement, Logistics and Supply Chain Operations
- ∃ Skilled in striking excellent coordination with all involved divisions within the organization and customer's including Supply Chain and logistics.
- ∃ Expertise in preparing & issuing Purchase Orders (PO) in accordance with the selected vendors, price & technical specifications; instituted metrics to document cost savings, purchase requisition turnaround, and number of Purchase Orders (POs) issued
- ⇒ Proficiency in liaising with clients with exceptions to advise shipment status or to obtain shipment information in a professional manner
- ∃ In-depth knowledge of managing all procedures of trading including management of various formalities, shipping, documentation for clearance of consignments and logistics
- ∃ Skills in problem solving coupled with assertive decision making for enabling effective solutions leading to high customer satisfaction and low operational costs





May 2014 - December 2017 Bahrawi Trading Company, Purchasing & Logistics Coordinator

















Jan 2018-till date Key Result Areas:

Bahrawi Trading Company, Jeddah as Supply Chain Officer

- ∃ Responsible for executing a number of Individual tasks within the supply chain process
- ∃ Building & maintaining vendor relations; evaluating vendors, managing buyer processes, and analyzing reports.
- → Purchase Order creation in ERP.
- ⇒ Placing FMCG orders based on IMS Forecasting.
- → Placing daily equipment & spares parts orders.
- ⇒ Placing International orders as well as the Local Orders.
- ∃ Ensuring optimum stock cover in the warehouse for the FMCG
- ∃ Effective follow up with both International & Local suppliers to ensure the effective delivery in the fixed time constraints.
- → Maintain delivery records and internal reporting.
- Purchase Order processing, Confirming order acknowledgements, invoices, packing lists, Certificate of Origin, etc.& all other shipment related documents which are in accordance to compliance and as required
- → Respond to customer order enquires with timely and accurate information.
- ∃ Handle problems such as product shortage and damage related claims handling.
- 3 Issuance of shipping instructions to third party service providers to ensure timely delivery of orders to customers
- ∃ Arranging all In-Land Transportation, within and outside the kingdom.
- Ensure there are no delays in receiving the shipments in the warehouse by co-coordinating closely with the freight forwarders & Suppliers
- Negotiating with the suppliers to clarify contract, delivery, term of payment and other issues to optimize cost and delivery time and conditions
- Example 2 Heep Tracking on deadlines and effective follow up on various departments in order to avoid any delays that may affect the projects.
- ∃ Management of supplier payment authorization process in conjunction with Finance Dept.
- Resolving any sales related issues with customers and conducting follow-up calls to confirm sales orders or delivery dates; ensuring timely response to sales queries via phone, e-mail and in writing
- ∃ Interfacing with Warehouse for ensuring effective receiving and delivery

Key Result Areas:

May 2014- December 2017

Bahrawi Trading Company, Jeddah as Purchasing & Logistics Coordinator

- ⇒ Purchase Order creation in ERP.
- Placing daily equipment orders.
- → Responsible for all import activities for the equipment's.
- ∃ Arranging all In-Land Transportation, within and outside the kingdom.
- Planning and arranging supplier payments by coordinating with Finance department
- ∃ Coordinating Invoicing, Delivery & Installation by synchronizing with the specified departments
- ⇒ Provide administrative and office support for orders to sales and service team

Education

- M.B.A (Finance & Marketing) from Happy Valley Business School, Anna University, Chennai in 2013
- ∃ B.Com from S.N.D.P College Perinthalmanna, University of Calicut in 2010
- ∃ 12th from St. Mary's Higher secondary School, Pariyapuram in 2007.
- ∃ 10th from Darul Falah English School, Poopalam in 2005

IT Skills & Other

- ⇒ MS Office (Word, Excel, PowerPoint, Outlook)
- ⇒ LMV License Saudi Arabia

Date of Birth: 29th July 1990

Languages Known: English, Malayalam, Hindi and Arabic