**MAYIS**

**Mayis.363023@2freemail.com**



**Aspiring for career enriching assignments in Supply Chain & Logistics Management / Materials Management / Procurement / Vendor Development & Commercial Operations with a growth oriented.**

**PROFESSIONAL OVERVIEW**



* A goal-driven, result oriented professional with nearly **13years** of relevant experience in **Supply Chain** (**Procurement / Logistics operations)** with key focus on bottom-line profitability.
* Holds excellent interpersonal, communication & organizational skills with abilities in team management & customer relationship management.
* Proficient in liaising with cross-functional divisions for ensuring smooth flow of operations & supply of required items / services.
* Plans, organizes, prioritizes and performs multiple tasks to perform job functions in an orderly, efficient manner and works professionally in a team environment and independently as necessary.
* Experience in ERP based work environment (**SAP, Oracle E-Business Suite & Orion**) and possesses ample knowledge in import / export related documentation and operations.

**CORE COMPETENCIES**



**Strategic Sourcing**

* Identifying and developing potential vendors for the right sourcing, achieving cost effective purchases.
* Planning all related activities such as Sourcing, Negotiation, Recommendation, Ordering, Inspection, Expediting & Tracking, Reporting, Deliveryetc.

**Purchase & Logistics Management**

* Meeting target orders by monitoring procurement and supply schedules.
* Finalizing the specifications of materials, establishing quality & quantity limits for effective inventory control.

**Vendor Development**

* Checking the performance of the vendors based on various criterions such as percentage for rejections, quality improvement rate, timely delivery, credit terms, etc.
* Overseeing follow-up with vendors for timely deliveries & ensuring timely payments.
* Monitoring incoming materials supplied by vendors and ensuring they are as per quality & quantity specifications.

**WORK EXPERIENCE**



**Since Jan ’16 – till date: Corporate Procurement Agent (Supply Chain) at AMICO Group**

**Company Profile: AMICO** -A pioneer organization in“Healthcare Specialty Markets” in the **MENA region**. Amicoengages in sales, marketing, service engineering and integrated professional support solutions for advanced medical devices. (**www.amicogroup.com**)

**May ’07 – Jan ’16: Procurement Officer at INMA**

**Company Profile: INMA** (a Juma Al Majid group Co., U.A.E.) is a leading company in the UAE market since 1972dealing with many world class and renowned manufactures of industrial machinery & heavy equipment like Atlas Copco, Flygt, Husqvarna, Alimak etc. with various branches in UAE, Sultanate of Oman and Qatar. (**www.inmagulf.com**)

Actively manages the full spectrum of procurement process and ensure timely supply of materials and other supplies

* services for the organization - supporting inventory management related activities.
	+ Receives and Review purchase requisitions for clarity, compliance, detail, completeness and obtain additional information considered necessary.
	+ Responsible for the preparation and process of purchase orders and documents in accordance with company policies and procedures.

Functions Involved:

* + - Source / locate the suppliers of required materials / services, interview them in order to determine product availability and terms of sales.
		- Issue RFQ’s to prospective suppliers and reviews their responses for compliance with requirements.
		- Solicits and evaluates quotations/proposals to ensure overall competitiveness, quality, and conformity to specified requirements.
		- Negotiates all aspects of the procurement to include price, payment and delivery terms, quality requirements, and other factors with suppliers to achieve the best value procurement possible.
		- Process for the Purchase Orders after competitive bidding, negotiation and finalizing payment terms.
	+ Manage and oversee the daily operations of the procurement function (issuing and following up on purchase orders, delivery and shipment schedules).
	+ Actively manages supplier performance through consistent communication to ensure proper adherence to purchase order terms and conditions. Resolves discrepancies between purchase orders and receipt documents and invoices.
	+ Ensures that all vendors and subcontractors are correctly selected and evaluated based on their performance with regard to consistency on quality, price, terms, deliveries and services. Establish and review database of Suppliers for the related requirements of various departments.
	+ Identifies new suppliers / service providers to ensure alternate sources for supply of materials / services.
	+ Monitors delivery period, Follow-up with suppliers for timely supply of materials and services in line with the agreed delivery schedules.
	+ Negotiates and appoint forwarders for shipment collection. Coordinate with them for pre-alerts and inform the related departments in a timely manner, thereby enabling the effective operation of clearances, storage and distribution.
	+ Alert affected personnel on any potential delays and recommend corrective measures well in advance to ease and schedule risks.
	+ Negotiates and settles with suppliers regarding damage claims, rejections, losses, return of materials, over-shipments, and cancellations. Record and report all discrepancies, services rendered thereby preventing liabilities to the organization, minimizing losses and maximizing revenues for the company.
	+ Follow up and ensure foreign suppliers to provide/submit shipping documents or Custom requirements on time to clear shipments. Logistic support to Operations team for their transportation requirements. Ensure the current and timely execution of all logistic aspects including customs.
	+ Support various departments for Planning and Managing inventory levels of materials or products in line with forecasts. Monitor the movement of material and accordingly propose replenishment of stock.
	+ Respond to Supplier inquires, maintain open line of communication with requestor and supplier and provide status to Management on all assigned procurement activity.
	+ Participates in the invoice approval process to ensure that supplier invoices are in accordance with purchase order terms and conditions, and resolve issues as necessary. Coordinate with Finance Dept regarding due payments for suppliers / service providers.
	+ Maintains a database of supplier agreements and complete updated purchasing records/data pricing in the ERP system.
	+ Prepares and maintains a complete Purchase Order files, amendments and multiple reports related to the procurement status to in accordance with Corporate Procurement guidance, and other applicable references to ensure compliance throughout the procurement cycle to assure accurate retention of records.
	+ Prepare and provide necessary reports regarding procurement / Logistics activities progress required for Management.
	+ Undertake other procurement / Logistics related duties as assigned.

**May ’03 – Feb ’07: Export Officer at Horrison Intl (an export house in India)**

* Managing the entire export order process of the firm from the receipt of the purchase order through to the arrangement of the shipment of goods.
* Communicate with export related authorities, customers and suppliers, as necessary, Plan and implement export activities consistent with overall aims and requirements of the organization.
* Liaising with Shipping agents and Suppliers to avail maximum benefits and timely supply of services and materials.
* Ensure the commodities meet the quality and standards of the destination country and are packed as per destination / customer specifications.
* Ensure all shipment requirements - export licensing, product routing, shipping, packing as well as customs declarations are organized well.
* Provide the customer with all the details regarding the dispatch of goods like way bill no., estimated date of arrival etc once the shipment has been picked from the warehouse.
* Manage day-to-day interaction with suppliers and monitor supplier performance with respect to quality, schedule, deliverables, service and performance.
* Resolve supplier or contractor grievances, and claims against suppliers.
* Identifying new suppliers to ensure alternate sources for supply of goods.
* Keeping track of invoices and directing the clerical staffs in expediting export correspondence, bid requests, and credit collections.
* Planning and implementing effective and relevant transport methods, which meet optimally the needs of the organization.
* Maintains supplier master data files of contacts, correspondence, signed contracts, pricing, proposals, history etc in hard & soft format.
* Supervision of staffs. Coordinating and leading a team to cover various areas of responsibility.
* Responding appropriately to emergencies or urgent issues as they arise.

**ACADEMIC&CREDENTIALS**



* **Master of Science (IT)**from Sikkim Manipal University, Indiain2003.
* **Bachelor of Business Administration**fromMahatma Gandhi University, India in 1999.

**IT Exposure:**

ERP: **SAP, Oracle E-Business Suite, Orion**

Tools Familiar With:

* OS: All Windows Platforms
* Database: MS-Access, Oracle8i
* Office Suite: MSOffice (till updated version)
* PIM: Microsoft Outlook
* Internet Applications

**PERSONAL INFO**



Date of Birth : 16thMay1979

Languages Known : English, Hindi, Malayalam & Tamil

Visa Status : Residence

Driving License : UAE & India

Marital Status : Married

No. of Dependents: 2

