

KULAM SHAM MOHAMED YOUNUS

Procurement, Purchasing and Supply Chain Specialist

+966 581034924 | Dammam-K.S.A.
kulamyounus@gmail.com

PERSONAL INFO

Nationality : Indian
Visa Status : Transferable Iqama
Visa Validity : Valid Until 04-03-2024

EDUCATION

Bachelor of Administration (B.B.A.)
Madurai Kamaraj University - India
Year: 1992

Master in Public Administration (M.A.)
Madurai Kamaraj University - India
Year: 1994

CERTIFICATIONS

• **C.C.S (Certificate Course in Sales)**
Manonmaniam University - India

Technical Education:
• SAP- MM (module)
• Tally- Version-9

SKILLS

- Strategic Supply Chain Solutions
- Strategic Planning and Forecasting
- International Commercial Awareness
- Project-based Logistics
- Document Control and Database Mgt.
- Quality Management | ISO 9002
- Inventory Control
- Time Management
- Decision Making
- Proficiency in MS Office and SAP- MM
- Teamwork and Collaboration
- Networking Ability
- Creativity
- Adaptability
- Positive Attitude
- Attention to Details
- Tenacity
- Pro-Active & Commitment

PROFESSIONAL SUMMARY

A dynamic, result-oriented, and experienced individual, with a demonstrated history of working in the Supply Chain Industry, with key focus in Purchasing and Logistics. Experienced Professional with a Business Administration Knowledge Background. Worked in managerial-level positions in procurement, sourcing, and international trade.

Core Strengths: Passionate in meeting/exceeding organizational objectives and targets. Committed and highly motivated professional, with a positive approach to excel and achieve. Fluent in International Commercial Standards. Worked in the Middle East (Saudi Arabia and UAE). Worked in multi-culture environment and always open to new learning.

Core Competencies / Skills:
Logistics & Supply Chain Management | Procurement and Purchasing | Project Management | Strategic Planning and Forecasting | Inventory Control | Business Support | SAP - MM Module

WORK EXPERIENCE

Purchase Officer Mar 2020 – Till Date
Abdul Wahab Mansour AlMoallam Sons Co – Dammam, K.S.A.

Key Roles, Responsibilities:

- Sourcing the approved suppliers of Aramco and SECO, getting the samples approved.
- Conversion of CRPO from Aramco to Vendor PO, after scrutinizing all the relevant documents.
- Managed the complete Purchasing Process, from issuing PO to booking vendor invoices.
- Visited Vendor premises to audit & ensure compliance with ARAMCO and SECO Standards
- Coordinated with the Project Managers to prepare the monthly MR (Materials Requirement) to match the approved budget.
- Preparation and maintaining the database of the Approved Vendor Database.
- Negotiated contract terms & pricing with the vendors via comparative cost statements.
- Tracked the Orders and ensured vendor's adherence to delivery lead times.
- Research and evaluate the new suppliers in accordance with SOP in case of failure delivery by the existing suppliers.
- Liaise and build a strong rapport with the vendors and other internal departments.
- Supported the Audit Team in securing the "IKTVA" Certificate (Kingdom Total Value Add Program), Supporting in securing the "Local Content" Certifications.
- Responsible for updating and maintaining all records PO, invoices, and payments
- Responsible for Stock Inspection, faulty and non-compliance items.
- Secure and process all the necessary documents from the supplier for the payments through the letter of credit and coordinate with finance and accounts departments.

Assistant Procurement Manager Feb 2018 – Aug 2019
Pee Yes Yem HK Motors LLP - India

Key Roles and Responsibilities:

- Maintained effective and professional vendor relationships
- Identifying new vendors with price and quality betterment.
- Responsible for Product Replacements
- Forecasting the annual requirement for all inventory to submit to management
- Vendor Management (managing, classifying, and grading the vendors)
- Implementing cost-saving initiatives and strategies.
- Responsible for the total Infrastructure management of all the branches

LANGUAGES KNOWN

- English Fluent
- Tamil Fluent
- Arabic Fluent
- Hindi Fluent
- Malayalam Fluent
- Chinese (Mandarin) Intermediate

REFERENCES

Mr. Mohamed Saifullah Shahab
Senior Financial Officer
Abdul Wahab M. AlMoallam Sons Co.
Dammam – K.S.A,
Mobile #: +966 540639680

Mr. Rehan Abdulla Bade
(Former Procurement Engineer,
Abdul Wahab M. AlMoallam Sons Co)
Present Procurement Engineer,
Bawani Urbacon JV.
Tabuk – K.S.A.
Mobile #: +966576605358

Mr. Mohamed Mohideen
AGM – Accounts
ECCI Pvt. Ltd.
Contact #: +91 9790943366

International Sales Coordinator Nov 2014 – Dec 2016.
Asia & Africa General Trading LLC – U.A.E.

Key Roles and Responsibilities:

- Identifying potential buyers and sending samples
- Sourcing the buyer's data & contacting them for getting the order
- Submit periodical sales forecast report to the management
- Performed supplier risk evaluations and supported regulatory inspections
- Evaluated suppliers to assess quality, timeliness and compliance of deliveries, maintain tight cost controls and maximize business operational efficiency.
- Identified and communicated customer needs to supply chain capacity and quality teams.

Purchase Manager Nov 2012 – Oct 2013.
Bright Lights Trading Co., – Muscat, Sultanate of Oman

Key Roles and Responsibilities:

- Sourcing (Audio video and home automation products) for project needs.
- Obtain quotations, select vendors, terms & conditions negotiation, finalize contracts (involving various vendors), and ensure smooth vendor/sub-contractor relations.
- Communicating demand forecasts to vendors, ensuring timely delivery.
- Help the warehouse team establish optimum inventory levels.
- Monitor and manage the entire import procedure with established vendors and banks.

Assistant Manager Purchase Mar 2008 – Aug 2012.
ECCI Pvt, Ltd. – India

Key Roles and Responsibilities:

- Supported the GM Purchase in the day-to-day operations including:
- Analysis of monthly requirements and maintaining an optimum stock of raw materials to avoid material shortage.
- Search/identify alternative materials cost saving @ \$16,000) per year.
- Vendor Management activities including Maintaining Supplier Data, Vendor Analysis.
- Prepare/maintain pre-qualified vendor's database.
- Visit vendor organizations to audit & ensure compliance with the standards.
- Monitor project requirements and ensure on-time onsite delivery/inventory.
- Ensure proper documentation for the supply of the materials to projects.
- Maintain documents, test certificates, records, etc. In accordance with ISO 9002 certification requirements.
- Successfully supplied the materials to SEZ and monitored all the relevant documents to obtain the tax exemption.
- Booking vendor invoices and running reports in SAP.

Manager In-Charge Mar 2002 – Jan 2008.
JNB MFG & Exporting Co. Ltd. – Thailand & China

Key Roles and Responsibilities:

- Searching for new vendors for getting the new design of silver jewelry.
- Initiating the purchase order based on the provided samples.
- Exhibiting new samples to the walk-in customers and generating orders from them.
- Attending various exhibitions, workshops & trade shows and submitting the feedback to HQ (Bangkok)
- Managed sales and Procurement team.

Liaison Officer Apr 1995– July 2000.
M&A Albawardi & Co – Riyadh, Kingdom of Saudi Arabia

Key Roles and Responsibilities:

- To coordinate finance department and Yamama cement company to streamline the operation of bulk and bag cement distribution.
- Facilitating the meeting between the managers and coordinating the all the among the agencies and the departments.
- Identifying the problems and to sort out to facilitate smooth operation (issues in loading and unloading).
- Acting as a single point of contact for the personnel representing the organization.