

MUHAMMED ELYAS A A

PROCUREMENT EXECUTIVE

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📍 Dubai, AE



PROFESSIONAL SUMMARY

To leverage my extensive experience in supermarket buying and management to lead a team towards achieving the company's sales and profitability goals while maintaining a high level of customer satisfaction in the competitive retail market of the UAE. Accomplished supply and distribution manager with strengths in personnel management, systems organization and logistics oversight. History keeping materials moving smoothly and on-time with expert management of ongoing operations and special projects. Expert in coordinating dispatching and resolving problems.

SKILLS

International Purchasing • Budget Analysis • Relationship Building • Document preparation • Supplier Evaluation • Data analysis understanding • Sales trend statistical analysis • Customer-focused • Negotiating • Supply chain management • Coordination • Excel proficiency • Vendor sourcing • Multi-tasking

PROFESSIONAL EXPERIENCE

PROCUREMENT COORDINATOR (HEALTHCARE AND NUTRITIONS)

INTERNATIONAL AND LOCAL PURCHASER

NUTRIPHARM FZCO- DUBAI, AE

09/2023-Current

- Managed procurement, including sourcing, negotiating, and purchasing, while ensuring cost efficiency.
- Coordinated with suppliers to ensure timely delivery, quality compliance, and contract adherence.
- Monitored inventory, placed orders based on demand, and optimized stock management.
- Researched and identified cost-effective suppliers and alternative sourcing options.
- Assessed vendor performance using scorecards for quality, pricing, and delivery compliance.
- Tracked defect and return rates to ensure product quality and supplier accountability.
- Conducted cost analysis, negotiated better pricing, and implemented cost-saving measures.
- Ensured compliance with procurement policies, regulations, and contract agreements.
- Built strong vendor relationships to enhance reliability and resolve supply issues.
- Analyzed sales data to optimize purchasing and identify top-performing categories.
- Monitored inventory turnover, pricing impact, and minimized overstock risks.
- Provided data-driven insights on category sales, marketing impact, and demand trends.

SUPPLY CHAIN COORDINATOR & PROCUREMENT

WEMART HYPERMART LLC-DUBAI, AE

05/2023-09/2023

- Enforced high standards of product quality, trade compliance and warehousing for timely delivery.
- Drove Key Performance Indicators (KPI)s and continuous improvements throughout logistics and supplier operations.
- Established operational and administrative procedures and enforced controls.
- Supported inventory accuracy by facilitating periodic audits and enforcing inventory management strategies.
- Applied advanced negotiation skills to discuss contracts, policies and deadlines with suppliers and vendors.
- Negotiated contracts with vendors, carriers and distributors, reducing costs to support financial objectives.
- Tracked storage levels and controlled stock to meet supplier requirements and fulfill contract terms.

FMCG RETAIL BUYER & SUPPLY CHAIN EXECUTIVE

INTERNATIONAL AND LOCAL PURCHASER

LULU GROUP INTERNATIONAL - DUBAI, AE

05/2012-05/2023

- Extensive experience in the purchasing products and merchandise for a retail supermarket in the UAE
- Proven ability to analyze market trends and customer demand to make informed purchasing decisions
- Proficient in negotiating with suppliers to obtain favorable prices and terms while maintaining high quality standards
- Skilled in managing inventory levels and ensuring that products are always in stock to meet customer needs
- Experience in developing and implementing effective supply chain strategies ensure on time delivery and optimal inventory levels
- Significant expertise procuring FMCG items from the worldwide sources for import into the UAE
- Proven ability to source and select high quality products that meet the needs and preferences of UAE customers
- Knowledge of UAE regulations and import/export requirements related to FMCG industry
- Proficient in using SAP inventory management system and other technology tools to manage purchasing and inventory process
- Ability to work effectively in a fast paced, high pressure environment and to manage multiple tasks and priorities simultaneously
- Handling to committing from more than five different countries sustaining over 2000 brands and 10000 lines
- Collaborated with Clint to gather required documentation for import shipments, ensuring compliance with customs regulations.
- Classified goods according to the Harmonized system (HS) Codes and calculated custom duties and taxes.
- 13 year of experience in confectionery and beverage products.
- More than 44 outlets handled in Dubai northern emirates, mainly procuring in beverage and confectionery perishable

EDUCATION

01//2008 – 05//2011

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT, 01/2008 – 05/2011

Bharathiyar University

PERSONAL DETAILS

• **DRIVING LICENCE :** 3989592

• **DATE OF BIRTH:** 14/03/1988

• **MARTIAL STATUS:** MARRIED