

JESS DANIEL

Procurement and Logistics Executive

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Address: Dammam, Saudi Arabia | Nationality: Indian | Iqama: Transferable



Professional Summary

Supply Chain & Procurement Professional with 10+ years of experience in **Procurement, Tendering, Logistics, Vendor Development, and Supply Chain Compliance** across Saudi Arabia and GCC. Expertise in **SABER, CITC, FASAH, Incoterms, Customs Regulations, and Vendor Registration (Aramco & SABIC)**. Proven record of delivering **25%+ cost savings and 30% lead-time reduction** through strategic sourcing, supplier negotiations, and process optimization. Skilled in **ERP systems (Odoo, Dynamics NAV)**, inventory control, and demand planning. Adept at driving operational efficiency, improving vendor performance, and aligning supply chain operations with business growth.

Core Competencies

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| • Procurement Management | Supplier Negotiation | Demand Planning |
| • Vendor Development & Management | Warehouse Management | Inventory Optimization & Management |
| • Logistics & Shipping | Customs Clearance | MRP |
| • Cost Reduction | Quality Assurance | ERP (Odoo, Dynamics NAV, etc.) |
| • Regulatory Compliance: Saber Certification | Strategic Sourcing | Process Innovation |

Work Experience

Procurement and Logistics Executive - Perfect Vision Factory - Dammam, Saudi Arabia - Jan 2023 Till Present

- Resource Allocation: Lead forecast evaluation, material planning, and budget preparation for optimal resource use.
- Procurement Operations: Manage RFQ evaluation, vendor finalization, and relationship management for smooth procurement.
- Cost Efficiency: Oversee vendor credit, cash flow, and price negotiations to enhance cost efficiency.
- Order and ERP Management: Approve purchase orders, customize parts, and implement ERP system improvements.
- Logistics Coordination: Successfully managed logistics operations, overseeing customs clearance and Saber Certification for seamless international shipping.
- Strategy and Research: Streamline push-pull strategies, manage local purchases, and conduct industry research for innovation.
- Reduced lead times by 30% through vendor negotiation and procurement optimization.
- Reduced procurement costs by 25% through strategic price negotiations and improved cash flow management.
- Customer Alignment: Align customer requirements with product development and manage priority setting for time launches and onboarding.
- Vendor Development: Drive vendor development, sample negotiation, customization, and shipment coordination.
- Distribution Oversight: Manage customer deliveries, material pickups, and ensure efficient distribution.

Procurement Engineer - SFO Technology Private Limited - Cochin, India - Oct 2019 – Jan 2023

- Procurement Optimization: Drove cost reductions through strategic vendor partnerships and contract negotiations, resulting in significant savings.
- Vendor-Managed Inventory (VMI): Implemented VMI solutions, aligning stock levels with demand forecasts and maintaining 95% stock availability.
- Inventory Control: Improved inventory turnover by reducing excess stock and optimizing inventory management for faster replenishment.
- Lead Time Reduction: Streamlined procurement processes, reducing lead times through effective supplier coordination and internal process improvements.

- **Dynamic Purchasing Strategies:** Adapted procurement strategies in response to market trends, ensuring flexibility and alignment with customer needs.
- **Supplier Performance Management:** Led comprehensive supplier evaluations, enhancing performance metrics and ensuring consistent quality and delivery.
- **End-to-End Supply Chain Oversight:** Managed the entire supply chain, optimizing logistics, operations, and cost control for improved efficiency.
- **Cross-Functional Collaboration:** Worked closely with teams on forecasting, new product introductions, and ongoing project management.
- **Logistics Management:** Addressed and resolved shipment delays and bottlenecks, ensuring smooth SCM operations.
- **Quality Assurance:** Implemented corrective actions for non-conforming products, collaborating with vendors to maintain quality standards.

Procurement Engineer – Unidad Techno Labs Private Limited - Kottayam, India - Nov 2018 – June 2019

- Developed and executed Material Requirement Plans (MRP) for projects, including the Vehicle Tracking Device.
- Sourced and negotiated supplier quotes, ensuring optimal pricing and terms.
- Managed purchase orders, confirmed order acknowledgements, and tracked delivery schedules.
- Handled BOM procurement for R&D, adjusting materials based on production schedules (pull-in/push-out).
- Led vendor management, inventory control, and stock updates to ensure smooth operations.
- Resolved issues related to incorrect parts by coordinating replacements or refunds.
- Collaborated with finance for payment coordination and managed reporting for weekly reviews and mitigation efforts.

Procurement Assistant - SFO Technology Private Limited - Cochin, India - June 2015 – Nov 2018

- Managed purchases, receipts, and the documentation of finished goods, materials, packaging, and ingredients.
- Utilized procurement software to streamline ordering processes, track deliveries, and manage supplier information.
- Processed purchase orders efficiently, verifying product specifications and delivery timelines.
- Developed and maintained strong relationships with suppliers for reliable supply chains.
- Updated procurement records, maintaining accurate and current supplier information.

Education

- **Bachelors in Business Administration (BBA)** - Currently Pursuing - Expected Completion March 2026
INDIAN EDUCATION CENTRE (IEC), Himachal Pradesh, India
- **Diploma in Electronics and Communication Engineering** - 2012 - 2015
NSS Polytechnic College, Pandalam, Kerala, India

Certificates

- **Analysis and Reporting for Supply Chain Management**, LinkedIn, Jul 2025.
- **Purchasing Foundations**, LinkedIn, Nov 2024.
- **Strategic Negotiation**, LinkedIn, Nov 2024.
- **Project Management Foundations: Procurement**, LinkedIn, Sep 2024.
- **Procurement Management**, Great Learning Academy, Aug 2024.
- **Supply Chain Basics for Everyone**, LinkedIn, June 2023.

Skills

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| • Communication | Team Leadership |
| • Problem-Solving | Collaboration |
| • Time Management | Microsoft Office and advanced computer applications |

Languages

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| - Fluent in English. | - Fluent in Hindi, Malayalam, and Tamil. |
| - Conversational Arabic | |

References

- Available upon request