

Sabeer Pathirikkodan

Saudi Arabia | 966 571848959 | sabeertkl@gmail.com | <http://www.linkedin.com/in/sabeer-pathirikkodan-9678b761>

Professional Summary

Experienced Procurement and Logistics Specialist with 14 years of expertise in managing the end-to-end procurement process, optimizing supply chains, and ensuring timely delivery of goods. Skilled at negotiating contracts, managing vendor relationships, and implementing cost-effective logistics strategies. Proven ability to streamline operations and reduce costs while ensuring compliance with industry regulations and company policies.

Key Skills

- **Procurement Management:** Supplier selection, contract negotiation, vendor management.
 - **Logistics & Supply Chain:** Transportation management, warehousing, inventory control.
 - **Data Analysis & Reporting:** Inventory forecasting, demand planning, logistics performance metrics.
 - **Software Proficiency:** Microsoft Office Suite, ERP systems.
 - **Compliance & Risk Management:** Ensuring adherence to local and international laws, quality control standards.
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Professional Experience

Procurement & Logistics Specialist

Alomar Furniture Trading Company | Riyadh-KSA | 2011 – Present

- Managed procurement activities for furniture while maintaining strong supplier relationships, resulting in a reasonable cost reduction.
- Led logistics operations, including transportation planning, inventory management, and vendor coordination, reducing delivery times as much through process optimization.
- Analyzed and forecasted demand, identifying potential risks and implementing strategies to mitigate supply chain disruptions.
- Collaborated with internal teams and external partners to ensure alignment with business goals, leading to improved order fulfillment rates.

- Managed supplier contracts and negotiated favorable terms, achieving a reasonable reduction in procurement costs.
 - Prepared reports and provided data analysis on procurement trends, helping management make informed decisions.
 - Coordinated with suppliers and vendors to resolve delivery and quality issues, contributing to maintaining smooth supply chain operations.
 - Coordinated the transportation and delivery of goods, ensuring timely and efficient distribution to customers and partners.
 - Monitored inventory levels, ensuring products were stocked at optimal levels and reducing stockouts.
 - Worked with warehouse teams to update storage and picking processes, improving efficiency.
 - Managed the preparation of shipping and customs documentation to ensure compliance with international shipping regulations.
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Customer Service Officer

Sutherland Global Solution | India | 2008 – 2011

Education

Bachelor of Arts (English and Literature)

Calicut University | Kerala | 2006

Certifications and Achievement

- PGDCA (Post Graduation Diploma in Computer Application) |2007
 - Attended CIFF (China International Furniture Fair)
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Languages

- English
- Hindi, Tamil and Malayalam