

Professional Curriculum Vitae

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Objective

To seek for a better career opportunity in a market-leading organization that leaves room for the deft use of my hard-earned experience and furthers my professional knowledge for mutual benefits.

Personal Highlights.

Eighteen years experience in Logistics industry / Procurement. In addition to that, responsible for all processes involved in Supply Chain Management. Organization of warehousing and inventory management system at different location by province wise. Monitoring the quality, cost, efficiency of the movement and storage of goods. Taking care for handle and storage of Hazardous classified items according to Material Safety Data Sheet (MSDS). Working in multinational environments with extensive business acumen. Self-motivated, diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive and confidential records. Scripted history of producing accurate reports and timely results. Utilizes exceptional interpersonal skills and communicative abilities to develop effective relationships with customers, suppliers and business communities. Quick to grasp new ideas and concepts whilst identifying and implementing innovative solutions to complex issues critical to profitability, productivity and service.

Areas of Expertise / Interests

- Logistics & Warehousing
- Shipping & Freight Forwarding
- Procurement / Purchasing
- Sales & Marketing
- Supply Chain Management
- Customs Clearance & Transportation

Academic Qualifications

Course	Year	Institution
Bachelor of Arts BA - Economics.	April 1998	University of Calicut Kerala, India.
Pre-Graduation in Arts.	April 1995	University of Calicut Kerala, India.
Secondary School Leaving Certificates (SSLC).	March 1993	State Board of Education Kerala, India.

Computeracy

Well knowledge of ERP (Entrepreneur Resource Planning) since Jan., 2006


Professional achievements:-

- Winner of 2018 Cluster Middle East Sliver Award in Customer Focus & Growth (Recognition Certificate)
In recognition of dedication and valuable contributions to winning the Oil & Gas Work Execution, Bulk, Procurement and O&G Team
- Attended in Quality Management System Awareness Training Course - ISO 9001:2015, held on 30th November, 2016
- Attended in Environmental Management System Awareness Training Course – ISO 14001 : 2015, held on 01st December, 2016
- **Attended on CPIM (Certified in Production and Inventory Management) examination conducted by APICS - The Association for Operation Management based in USA.** The course was held from May 01st to June 13th, 2012 in collaboration with King Fahad University of Petroleum & Minerals – Systems Engineering Department.

- Participated as a delegate in the 4th Supply Chain Management Symposium, subjected on Global Supply Chain Management : Challenges & Opportunities, conducted by Saudi Aramco from Oct., 30 to Nov., 01 2010.
- Attended in Workshop of Demand Management Fundamentals in Petrochemical Project Environments conducted by Saudi Aramco from Oct., 30 – Nov., 01 2010.
- Attended in 3rd Supply Chain Management Symposium, subjected on Effective Supply Chain Management Toward A Robust Economy, conducted by Saudi Aramco from April 04-06, 2009.
- Awarded for the completion of E-Learning course “Data Privacy Basics” on 27th of Dec., 2017 facilitated by Linde-Sigas.
- Awarded for the completion of E-Learning course “Code of Ethics” on 07th of Aug., 2016 facilitated by Linde-Sigas.
- Awarded for the completion of E-Learning course “Anti-Corruption Compliance” on 13th of Oct., 2016 facilitated by Linde-Sigas.
- Awarded for the completion of E-Learning course “Business Partner Compliance” on 01st of Aug., 2017 facilitated by Linde-Sigas.

Unique Edges

- Holding valid Saudi driving license
- Pleasing Personality
- Effective business communication skills
- Deep & clear knowledge in MS office
- Flexible & team player


Position	Period	Organization
Logistics Specialist	Since Jan., 2006 – April 2016	REDA – Trading & Development Co., For Machinery & Equipment Ltd. (Chemical Division) 

Nature of duties undertaken

- Dealing with the well reputed customers such as **SAUDI ARAMCO, SAMREF, SASREF, SATORP, PETRORABIGH, NATIONAL BORDER GUARD (NBG) / MINISTRY OF INTERIOR & YASREF.**
- Supervising the company’s international purchasing orders with the suppliers.
- Applying for import license to the Authorities (Public Security, Ministry of Trade & Industry & Ministry of Health) after classifying and ensuring to obtain prior to the shipments’ arrival at the ports.
- Handling carefully on DG cargo.
- Dealing in Airfreight for sample as well as PO’s shipments.
- Expediting on duty-exemptions where exemptions are already given, immediately authorize to the consignments ensuring all the correct paperwork is in place and that the shipping instructions are appropriate to enable for waiving the duty.
- Ensuring with the shipping companies and clearance agents in providing the best services.
- Reducing the clearance cost time, demurrage, detention and storage cost.
- Maintaining an import & export database.
- Supervising on all import procedures, ensuring that all input material for production process is ordered, available on the required timings and achievements.
- Supervising on all export procedures, ensuring that the finished product is shipped and delivered to the clients timely.
- Managing all overseas & local purchasing for **ARAMCO, SAMREF, SASREF, SATORP, PETRORABIGH & YASREF.**

- Arranging return of empty ISO tanks through the reputed shipping companies to the origin after being got empty completely.
- Following strictly the procedure of Aramco on applying of temporary access for arranging delivery of goods as well as for business visit.
- Supporting for logistics process in the plant such as importing raw materials and delivery of finished products to Saudi Aramco & SAMREF.
- Procuring equipment delivering on site during the project through coordination with the technical team manager.
- Finalizing location of warehousing and distribution network for creating advantage of geographical distribution.
- Managing all transportation (port to the company for production, stock, and then directly to the clients) at mass level involved in company operations (company owned & out sourced).
- Monitoring all stock movement
- Support and facilitate sale team to meet their targets.
- Control variation in stock.
- Performing additional tasks or duties as assigned during a mission.
- Monitor vendor performance and documents' procurement files in compliance with company policy and procedures.

Career sketch

Position	Period	Organization
Lead Buyer	Since May, 2016 – present	Saudi Industrial Gas Co., (The Subsidiary of The Linde) 

Nature of duties undertaken

- Implement procurement strategy for assigned commodity in accordance with RBU (Request By User), Head of Procurement, country level managers and counterparts.
- Do a constant market analysis on local scale to detect market opportunities for global vs.KSA sourcing wherever suitable.
- Keep good business relationship with the suppliers for getting maximum benefit for the company
- Conduct controlling initiatives on a regular basis
- Negotiate with the vendors and sustain the benefits
- Implement standard procedures for selecting contractor. Standardize process and establish a traceable contract database.
- Detect the synergies and find the common benefits in cross boundary operations or between multinational vendors
- Support local organization in terms of contract management, negotiations, KSA or Global guidelines, tendering and related issues.
- Make routine and non-routine short or long business trips as necessary for purposes of making customer visits, participation in KSA meetings and performance of tasks as instructed.
- Dealing with transportation companies for local as well as international operations ensuring at cost effective manner
- Responsible for the maintenance of all vehicles and equipments assigned to the divisions.
- Implementing and monitoring preventive maintenance to assure cost effective.
- Sourcing suppliers, negotiating for the best quality at competitive price and delivery time-scales.
- Dealing with well reputed suppliers in USA, Europe and Asia
- Ensuring orders are placed with the preferred suppliers and under negotiated contracts.

- Testing the products' sample prior to the shipment.
- Managing the buying process from the beginning to end
- Issuing Purchaser Orders and verifying that the vendors have received them
- Knowledge of shipping and the customs clearance formalities at Seaports, Airports and Border ports
- Studying the shipping offers and nominating on the best
- Knowledge of international payments methods such L/C, CAD & T/T etc....
- Taking into account customer demand, price, quality and availability before making a decision.
- Looking out for price fluctuations in the market price.
- Developing new supplier relationships.
- Arranging meeting with the suppliers to confirm their reputation and ability to supply on a consistent basis.
- Maintaining procurement documents in a systematic and auditable fashion.
- Reviewing opportunities and proposals from new suppliers.
- Experience of outsourcing to low cost countries
- Identifying brands and products that represent the customers' demand.
- Able to deal with frequent change, delays or unexpected events.
- Giving guidance to junior buyers on purchasing tasks as well as stock control matters & logistics issues.
- Presenting purchasing performance achievements to the senior managers.
- Improving purchasing methods.
- Organizing and prioritizing personal workload on a daily basis.
- consolidating the purchase of goods to achieve maximum economic benefit

Position	Period	Organization
Sales & Marketing Executive	May 2004 – Dec., 2005	Alliance Freight Logistics, Jeddah

Nature of duties undertaken

- Contact customers promoting container services
- Visiting the consignee in each area and secure the cargo for the shipping lines
- Solving the problems if they are having any.
- Participate in the submission and execution of the volume contract shipments.
- Direct, guide, counsels the operations and documentation team for optimum client satisfaction
- Build strong relationship with senior management in order to identify areas for business development and growth
- Handle customers' complaints and claims
- Liaison with principals, present and future, to negotiate increased business flow locally and internationally.
- Respond to customers' requests and stays current in knowledge of competitors' services
- Communicate closely with operations, documentation and customer service department for customer needs.

Position	Period	Organization
Logistics Coordinator	Sept. 2000 – April 2004	Al Mada Est. for Electricals, Jeddah

Nature of duties undertaken

- Write international and local business correspondence.
- Placing purchase orders according to stock availability.

- Prepare payment request and follow up with finance dept. as per the agreed terms.
- Arrange shipping documents and coordinate with clearing agents
- Follow up with the suppliers, shipping lines and clearing agents till receipt of the goods.
- Coordinate with warehousing dept. to gather data such as stock status, inventory movements and re-order level.
- Establishing good relations with the foreign consulates commercial division.
- Participate at international and local business fairs.
- Creating and maintaining periodically files for incoming and outgoing correspondences and other documents to ensure easy retrieval of important documents as and whenever required.
- Attend all pending issues and alert to the top management for necessary action.

Personal Information

Name : Sidheeque Pullat
 Nationality : Indian
 Legal status : Valid & Transferable.
 DOB : May 01, 1979
 Marital Status : Married

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I hereby declare that the above-mentioned information are true and correct to the best of my knowledge. In the event of my being selected, I shall discharge punctual and sincere service to your esteemed firm.