

KULAM SHAM MOHAMED YOUNUS

Supply Chain Specialist

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Dammam, Kingdom of Saudi Arabia
Iqama Number: 260961883
Visa Status: Transferable Iqama Visa



EXPERIENCE

1. Abdul Wahab Mansour Al Moallam Sons Co - Dammam, K.S.A. (Aramco & SECO contractor)

Designation: Purchase Officer

Duration: Mar 2020 - April 2024

Responsibilities:

- Supplier Sourcing: Identified and secured approved suppliers for Aramco and SECO.
- Procurement Management: Handled end-to-end procurement for janitorial services, including vendor prequalification, request for quotation (RFQ) issuance, bid evaluation, purchase order processing, delivery follow-up, cost negotiation, and coordination with operations for service verification and payments.
- Contract Management: Finalized contracts with complete obligation, ensuring compliance and approvals.
- Performance Oversight: Monitored contractor performance, providing timely updates.
- Document Conversion: Converted CRPO from Aramco to Vendor PO, scrutinizing relevant documents.
- Import Purchase Management: Led import purchasing, ensuring timely coordination and documentation with international suppliers with SABER documents.
- LC Documentation & Management: Oversaw the Letter of Credit (LC) process, ensuring accurate documentation and compliance.
- Compliance Audits: Conducted vendor premises audits, ensuring adherence to standards.
- Negotiation Skills: Negotiated contract terms and pricing, optimizing costs through comparisons.
- Budget Adherence: Ensured adherence to approved budgets during materials procurement.

2. Asia & Africa General Trading LLC-U.A.E.

Designation: International Sales Coordinator

Duration: Nov 2018 - Dec 2019

Responsibilities:

- Buyer Engagement: Identified potential buyers, sent samples to stimulate engagement.
- Data-driven Sales: Used buyer data for proactive contact, optimizing order acquisition.
- Forecast Reporting: Submitted sales forecast reports for strategic decision-making.
- Risk Mitigation: Conducted supplier risk evaluations, ensuring compliance and quality.
- Supplier Oversight: Evaluated suppliers for quality, timeliness, and compliance, implementing cost controls.
- Operational Efficiency: Maximized efficiency through cost controls and streamlined processes.
- Customer Collaboration: Identified and communicated customer needs, fostering collaboration with teams.
- Market Research: Conducted market research to identify new

OBJECTIVE

A procurement professional with strong expertise in facility management, Aramco and SECO contracting projects, specializing in vendor coordination, cost control, and supplier negotiations. Skilled in handling all technical documents (TS, MAR, MIR) and ensuring compliance with Aramco and SECO standards. Proficient in the SAP procurement process and experienced in using the SABER portal for all import procurement. Seeking a challenging position in a reputable organization to contribute to efficient procurement operations and successful project execution.

EDUCATION

Bachelor of Administration (B.B.A.)

Madurai Kamaraj University - India
Graduated: 1992

• Master in Public Administration (M.A.)

Madurai Kamaraj University - India
Graduated: 1994

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

TECHNICAL EDUCATION

- SAP-MM module
- Tally-Version 9

LANGUAGES

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

3. Bright Lights Trading Co., - Muscat, Sultanate of Oman

Designation: Purchase Manager

Duration: Nov 2015 - Oct 2017

Responsibilities:

- Strategic Sourcing: Procured audio-video and home automation products for project requirements.
- Quotation Management: Obtained and assessed vendor quotations, selecting optimal terms and conditions.
- Vendor Relations: Fostered positive relationships with vendors and subcontractors for seamless collaboration.
- Inventory Optimization: Collaborated with the warehouse team to establish and maintain optimal inventory levels.
- Cost Optimization: Negotiated terms with vendors to optimize costs and enhance procurement efficiency.
- Quality Assurance: Ensured procurement activities adhered to quality standards and compliance.
- Reporting: Generated regular reports on procurement metrics and project status.

4. ECCI Pvt, Ltd. - India

Designation: Assistant Manager, Purchase

Duration: Mar 2008 - Aug 2015

Responsibilities:

- Procurement Support: Assisted GM in daily building material procurement operations.
- Contract Management: Facilitated documents, provided contractor feedback, and supported contract execution.
- Meeting Coordination: Arranged technical meetings with contractors and clients for effective communication.
- Inventory Optimization: Analyzed monthly requirements, maintained optimal stock levels to prevent shortages.
- Cost Efficiency: Identified alternative materials, achieving \$16,000 annual cost savings.
- Compliance Audits: Conducted on-site audits to ensure vendor adherence to standards.
- On-time Delivery Assurance: Monitored project requirements, ensuring timely delivery and inventory management.
- Documentation Compliance: Maintained ISO 9002-compliant records for proper material supply documentation.
- Tax Exemption Management: Supplied SEZ materials, ensuring compliance with tax exemption regulations.
- Financial Documentation: Booked vendor invoices and generated SAP reports for streamlined financial records.

5. JNB MFG & Exporting Co. Ltd. - Thailand & China

Designation: Manager In-Charge

Duration: Mar 2002 - Jan 2008

Responsibilities:

- Vendor Discovery: Identified new vendors for innovative silver jewelry designs.
- Order Management: Initiated accurate purchase orders based on samples.
- Customer Engagement: Exhibited samples, generating orders, and boosting sales.
- Event Participation: Attended exhibitions, providing valuable feedback to HQ.
- Team Leadership: Managed sales and procurement teams for operational efficiency.
- Market Research: Spotted trends and capitalized on opportunities in the jewelry sector.

PERSONAL DETAILS

Nationality: Indian

Visa Status: Transferable Iqama Visa

Iqama Valid up to: 21.09.2026

SKILLS

- SEZ Projects Knowledge
- Strategical Sourcing
- Contract Management
- Global Sourcing with Commercial Terms
- Negotiation Skills
- Vendor Management
- Risk Evaluation
- Teamwork and Collaboration
- Networking Ability
- Financial Documentation
- Pro-Active & commitment

6. M&A Albawardi & Co - Riyadh, KSA

Designation: Liaison Officer

Duration: Apr 1995 - July 2000

Responsibilities:

- **Finance Coordination:** Coordinated with finance and Yamama Cement for efficient cement distribution.
- **Meeting Facilitation:** Organized meetings among managers, agencies, and departments for collaboration.
- **Operational Troubleshooting:** Identified and resolved loading and unloading issues for smooth operations.
- **Single Point of Contact:** Central point of contact for organizational representation.
- **Communication Liaison:** Facilitated communication between finance, managers, and agencies.
- **Problem Resolution:** Addressed operational challenges, ensuring a smooth workflow.

Dear Hiring Manager,

I am writing to express my interest in joining your esteemed organization, as advertised. With a dynamic history in the Supply Chain Industry. I bring extensive experience in procurement, sourcing, contracts, and international trade. My proficiency in Strategic Sourcing, Contract Management, and cost control, along with expertise in SAP- MM and ISO 9002, positions me as a strategic asset for your team. My career highlights include successfully managing the end-to-end Purchasing Process at Abdul Wahab Mansour AlMoallam Sons Co. in Dammam, K.S.A., where I sourced approved suppliers, negotiated contracts, and ensured compliance with ARAMCO and SECO standards. As an adept decision-maker, I contributed to the successful execution of projects, emphasizing quality management and adherence to commercial terms.

In previous roles, I demonstrated leadership as a Purchase Manager in Oman, optimizing inventory levels and streamlining procurement processes. As an International Sales Coordinator in the UAE, I excelled in identifying potential buyers, conducting sales forecasting, and evaluating suppliers for quality and compliance. My commitment to excellence, proactive approach, and adaptability have allowed me to thrive in multicultural environments. I am confident that my skills in Vendor Management, Networking, and Team Collaboration align seamlessly with the requirements of this role.

I am excited about the opportunity to contribute my skills to your organization and would welcome the chance to discuss how my background aligns with your team's objectives. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

Kulam Sham Mohamed Younus