



MOHAMMED YUSULF J

PURCHASE EXECUTIVE | PROCUREMENT EXECUTIVE

CONTACT



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Al-sudan, Qatar

SKILLS

- Vendor Management Planning & coordination
- Price Negotiation
- Cost Management
- Inventory Management
- Supplier Relationship Management
- Contract Management

COMPUTER KNOWLEDGE

- Operating systems: Windows.
- Applications: MS-Office, power point, Oracle, TALLY PRIME, SAP, ERP.

LANGUAGES

- English
- Tamil
- Hindi (conversation-Beginner)

PROFILE SUMMARY

As a Purchase Executive, sourced and bought materials, goods, and services on behalf of the employer to be resold or used in daily operations, maintained stock levels, and conducted research, negotiated with vendors, and interviewed prospective suppliers.

WORK EXPERIENCE

PURCHASE EXECUTIVE
SERVO PACKAGING LTD

AUG 2022-MAR 2025

Servo Packaging Limited is one of the leading manufacturers of PP/HDPE Woven Sacks and BOPP laminated PP woven bags in India. Woven Sacks are called as Polypropylene/High Density Polyethylene woven sacks or simply Woven PP/HDPE bags which are considered to be the toughest packaging bags that is used to pack multiple materials like fertilizers, sugar and food grains.

- Purchase Order Follow- Up.
- Research potential vendors.
- Prepare Monthly consumption & requirement reports.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Enter order details (e.g., vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices.
- Prepare reports on purchases, including cost analyses.
- Monitor stock levels and place orders as needed.
- Coordinate with warehouse staff to ensure proper storage
- Evaluate supplier performance and resolve any issues or disputes
- Keep updated records of purchased products, delivery information, and invoices
- Sourced materials, goods, products, and services and negotiated the best or most cost-effective contracts and deals.
- Developed and grew new relationships with suppliers
- Coordinated with suppliers to ensure timely product deliveries and maintain inventory levels.

CERTIFICATION

- Completed a six-month course in Computer and office application.
- Completed a one-month courses in CNC Turning & Milling.
- Completed a six-month course in Non destructing Testing.

STORE&PURCHASE EXECUTIVE NOV2020-JULY2022

LUMINOUS POWER TECHNOLOGIES PVT LTD

The Company manufactures and markets inverters, UPS systems, batteries, fans, lighting, and renewable energy products.

- Maintained quality standards for incoming/outgoing materials, ensured stringent adherence to quality standards, norms & practices.
- Generated MIS reports on key metrics, non-moving item report, perpetual inventory report, consumption variance report, scrap produced data report and daily shortage items report.
- Implemented inventory control measures to reduce obsolete stock, tracking slow-moving items and achieving reduction in inventory management cost.
- Monitored material Inward & Issues, Valid Documentation and Quality Control
- Preparing GRN's
- Prepare consumption reports of departments.
- Prepared Returnable / Non-Returnable Gate Passes and maintained the Manual Register.
- Purchase Order Follow- Up.

STORE INCHARGE

JUNE 2018-OCT 2020

UCAL FUEL SYSTEMS LTD

Manufacturing of carburettors and mechanical fuel pumps.

- Maintained quality standards for incoming/outgoing materials, ensured stringent adherence to quality standards, norms & practices.
- Implemented inventory control measures to reduce obsolete stock, tracking slow-moving items and achieving reduction in inventory management cost.
- Monitored material Inward & Issues, Valid Documentation and Quality. Making GRN
- Maintain the FIFO system in store.
- Ensure the store area is kept clean and tidy and free from hazards.
- Proper loading and unloading in store department
- Dispatch area handling

EDUCATION

- MBA (**Operation & supply chain Management**) from Pondicherry University (2024). CGPA-6.40.
- B. Tech (**Mechanical Engineering**) from Pondicherry University (2018). CGPA-8.79.

DECLARATION

- I hereby declare that the above mentioned in resume is true and correct to the best of my knowledge and belief.

Date:

(MOHAMMED YUSULF.J)