



THANZEEL LATHEEF

Versatile, high-energy professional targeting assignments in Supply Chain and Procurement Operations with an organization of high repute.

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Key Skills

- Procurement Operations
- Order Forecasting
- Delivery Planning
- Supply Chain Operation
- Purchase Orders
- Client Relationship
- Vendor Management
- Custom Clearance & Forwarding
- Warehouse Coordination

Profile Summary

- Offering a career of nearly 5 years in ensuring effective coordination and managing operations in relation to Procurement, Logistics and Supply Chain Operations
- Skilled in striking excellent coordination with all involved divisions within the organization and customer's including Supply Chain and logistics.
- Expertise in preparing & issuing Purchase Orders (PO) in accordance with the selected vendors, price & technical specifications; instituted metrics to document cost savings, purchase requisition turnaround, and number of Purchase Orders (POs) issued
- Proficiency in liaising with clients with exceptions to advise shipment status or to obtain shipment information in a professional manner
- In-depth knowledge of managing all procedures of trading including management of various formalities, shipping, documentation for clearance of consignments and logistics
- Skills in problem solving coupled with assertive decision making for enabling effective solutions leading to high customer satisfaction and low operational costs

Career Timeline



Soft Skills



Work Experience

Jan 2018-till date

Bahrawi Trading Company, Jeddah as Supply Chain Officer

Key Result Areas:

- ☒ Responsible for executing a number of Individual tasks within the supply chain process
- ☒ Building & maintaining vendor relations; evaluating vendors, managing buyer processes, and analyzing reports.
- ☒ Purchase Order creation in ERP.
- ☒ Placing FMCG orders based on IMS Forecasting
- ☒ Placing daily equipment & spares parts orders.
- ☒ Placing International orders as well as the Local Orders.
- ☒ Ensuring optimum stock cover in the warehouse for the FMCG
- ☒ Effective follow up with both International & Local suppliers to ensure the effective delivery in the fixed time constraints.
- ☒ Maintain delivery records and internal reporting.
- ☒ Purchase Order processing, Confirming order acknowledgements, invoices, packing lists, Certificate of Origin, etc.& all other shipment related documents which are in accordance to compliance and as required
- ☒ Respond to customer order enquires with timely and accurate information
- ☒ Handle problems such as product shortage and damage related claims handling.
- ☒ Issuance of shipping instructions to third party service providers to ensure timely delivery of orders to customers
- ☒ Arranging all In-Land Transportation, within and outside the kingdom.
- ☒ Ensure there are no delays in receiving the shipments in the warehouse by co-coordinating closely with the freight forwarders & Suppliers
- ☒ Negotiating with the suppliers to clarify contract, delivery, term of payment and other issues to optimize cost and delivery time and conditions
- ☒ Keep Tracking on deadlines and effective follow up on various departments in order to avoid any delays that may affect the projects.
- ☒ Management of supplier payment authorization process in conjunction with Finance Dept.
- ☒ Resolving any sales related issues with customers and conducting follow-up calls to confirm sales orders or delivery dates; ensuring timely response to sales queries via phone, e-mail and in writing
- ☒ Interfacing with Warehouse for ensuring effective receiving and delivery

May 2014- December 2017

Bahrawi Trading Company, Jeddah as Purchasing & Logistics Coordinator

Key Result Areas:

- ☒ Purchase Order creation in ERP.
- ☒ Placing daily equipment orders.
- ☒ Responsible for all import activities for the equipment's.
- ☒ Arranging all In-Land Transportation, within and outside the kingdom.
- ☒ Planning and arranging supplier payments by coordinating with Finance department
- ☒ Coordinating Invoicing, Delivery & Installation by synchronizing with the specified departments
- ☒ Provide administrative and office support for orders to sales and service team

Education

- ☒ M.B.A (Finance & Marketing) from Happy Valley Business School, Anna University, Chennai in 2013
- ☒ B.Com from S.N.D.P College Perinthalmanna, University of Calicut in 2010
- ☒ 12th from St. Mary's Higher secondary School, Pariyapuram in 2007
- ☒ 10th from Darul Falah English School, Poopalam in 2005

IT Skills & Other

- ☒ ERP Module Microsoft Dynamics GP
- ☒ MS Office (Word, Excel, PowerPoint, Outlook)
- ☒ LMV License Saudi Arabia

Date of Birth: 29th July 1990

Languages Known: English, Malayalam, Hindi and Arabic