

SUPPLY CHAIN CO-ORDINATOR

SUMMARY

Motivated and detail-oriented professional with 1.5+ years of experience in pharmaceutical with 1.5+ years of experience in warehouse Management. healthcare, specializing in supply chain management, procurement, and inventory control. Adept at streamlining processes, optimizing inventory levels, and ensuring seamless procurement operations to support organizational goals. Seeking to leverage expertise in a challenging role to contribute to operational efficiency and business growth.

SKILLS

Supply Chain Operations & Management

Procurement and Sourcing

Logistics Coordination

Warehouse & Logistics Operations

Inventory Management

Documentation & Record Keeping

Compliance & Quality Control & Customer Service

Audit Support – QMS ISO Audit

Infor (Warehouse Management Systems)

SAP S/4HANA MM -GRN, Procurement & Inventory Posting

MOHAP & TATMEEN Portal Complaints

MS Office Suite (Excel, Word, Outlook, PowerPoint)

EDUCATION

Bachelors of Commerce

Bachelors of Commerce, CGPA: 70% 2020

Higher Secondary School

Higher Secondary School, CGPA: 72% 2017

EXPERIENCE

JULPHAR DRUG STORE

SUPPLY CHAIN CO-ORDINATOR

Jan 2024 - Present

Sharjah

- Coordinated end-to-end inventory control processes to ensure optimal stock levels and minimize discrepancies.
- Managed stock distribution and storage of medical supplies and pharmaceuticals across facility and regional locations.
- Supported procurement operations by tracking orders, following up with vendors, and ensuring timely delivery of materials.
- Ensured compliance with facility regulations and industry standards related to materials handling, storage, and documentation.
- Maintained accurate inventory records using WMS systems and generated periodic stock reports for management review.

- Collaborated with cross-functional teams (procurement, warehouse, clinical staff) to align supply needs with operational demands.

PROCUREMENT AND DOCUMENTATION

- Verified stock levels regularly to identify material requirements and avoid overstocking or stockouts.
- Prepared and submitted purchase requisitions based on departmental needs and inventory consumption trends.
- Coordinated with procurement or purchasing teams to ensure timely ordering and delivery of required materials.
- Maintained complete and organized procurement records, including requisitions, purchase orders, delivery notes, and invoices.
- Followed up with suppliers or internal stakeholders to track order status and resolve any delays or discrepancies.
- Ensured accurate data entry of procurement transactions into inventory or WMS systems for real-time tracking.
- Supported internal audits and compliance checks by providing clear documentation and reports related to procurement activities

MATERIAL AND STOCK VERIFYING

- Ensured 100% material availability through proactive coordination, preventing delays in critical operations.
- Maintained inventory accuracy above 98% by performing regular audits and resolving discrepancies efficiently.
- Reduced material waste by identifying and removing expired/damaged stock, supporting cost control.
- Improved interdepartmental response time by streamlining communication and handling inquiries promptly.
- Supported faster procurement turnaround by verifying stock levels and raising timely purchase requisitions.
- Contributed to compliance success during internal and external audits through well maintained records.
- Helped maintain safe and quality-controlled storage environments, reducing risk of product loss or contamination.
- Played a key role in resolving supply issues, ensuring uninterrupted flow of materials to all departments.

CERTIFICATIONS

- Certified in Logistics and Supply chain Management professional
- Certified in Import and Export operations
- Certified in Advance in MS Excel
- SAP – Material Management

LANGUAGE

English

Hindi

Malayalam

Tamil

DECLARATIONS

I hereby declare that the above-mentioned details are correct to the best of my knowledge and belief.

Jasir sate