



HASSAN SHAI F

PROCUREMENT & SUPPLY CHAIN EXECUTIVE



PHONE

+971 565722060



EMAIL

hassanshaif9012@gmail.com



LINKEDIN

linkedin.com/in/hassanshaif



ADDRESS

Dubai, UAE

EDUCATION

2022

E-COMMERCE COURSE

Manipal Institute of Computer
Education | India

2018 - 2021

BACHELOR OF COMMERCE

Shree Devi College Mangalore,
Karnataka | India

SKILLS

- Procurement & P2P Cycle
- Vendor Management & Negotiation
- Import & Export Documentation
- Contract Management
- Inventory & Stock Management
- Logistics & Supply Chain Coordination
- Costing & Landed Cost Analysis
- Advanced Excel (Pivot, VLOOKUP, MIS)
- Data Analysis
- MIS Reporting
- Reconciliation
- Freight & Customs Compliance
- Attention to Detail
- Communication & Problem-Solving
- Decision Making
- Time Management

PROFILE SUMMARY

Detail-oriented Procurement & Supply Chain Executive with years of experience in procurement operations, supply chain management and vendor coordination. Skilled in sourcing, vendor negotiations, import/export documentation, logistics management and cost optimization. Proficient in SAP MM/FI, Tally and Advanced Excel, with a proven track record of improving supplier performance, streamlining workflows and enhancing operational efficiency through data-driven insights. Currently seeking opportunities to contribute expertise and drive supply chain excellence.

PROFESSIONAL EXPERIENCE

Jan 2025

Sep 2025

PROCUREMENT & SUPPLY CHAIN EXECUTIVE

PURPLE SPLASH MATERIALS PVT LTD | MANGALORE, INDIA

- Managed PR to PO cycle, coordinating advances and payments with suppliers and freight forwarders.
- Prepared import documentation (Invoice, Packing List, BL, COO, BOE) with 100% compliance.
- Reduced shipment delays by 20% through improved supplier communication and follow-ups.
- Conducted product costing including freight, duties, taxes, and landed cost, reducing cost discrepancies by 15%.
- Maintained accurate inventory records and processed invoices for inbound and outbound materials.
- Coordinated with overseas suppliers and freight partners to ensure timely deliveries.

Jun 2023

Dec 2024

ACCOUNTANT CUM ASSISTANT PURCHASER

ASL HR SOLUTIONS PVT LTD (PHOENIX MALL) | BENGALURU, INDIA

- Managed complete P2P cycle: PR creation, PO issue, GRN entry, invoice processing, and vendor payments.
- Handled 100+ invoices per month with 98% accuracy, ensuring timely advances and settlements.
- Performed supplier evaluations and market research to support cost-efficient procurement decisions.
- Coordinated with vendors for delivery schedules and document accuracy (DN, invoice, PO, LPO).
- Supported AP/AR reconciliation, journal entries, and month-end closing.

SOFTWARE SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- SAP FI & MM
- Tally ERP/Prime
- Zoho
- Yardy

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Kannada
- Tamil

Jun 2022
-
May 2023

PURCHASE ASSISTANT
DIVAI COPRA MARKETING (DCM) | MANGALORE, INDIA

- Responsible for purchasing raw materials and products based on market price trends and quality standards to ensure cost-effective procurement.
- Negotiated with suppliers and customers to achieve the best pricing and favorable contract terms, improving procurement efficiency.
- Monitored stock levels, performed quality checks, and coordinated stock in/out operations to minimize inventory discrepancies.
- Maintained accurate purchase records and assisted finance in preparing payments and reconciliation reports for improved reporting accuracy.

CERTIFICATION

- Certified in SAP FI & MM (Academic Training) – Asta Academy | Jan 2025 – May 2025

DECLARATION

I hereby confirm that the information provided in this resume is accurate and truthful to the best of my knowledge.

HASSAN SHAI F