



# JEENA SAJU GEORGE

PURCHASE  
MANAGER / SUPPLY  
CHAIN MANAGER

## Contact

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## Education

Certification of CISCN -2023

Certification of CIPM -2023

MSC - Masters from  
Bangalore University

2002-2007

## Achievements

- Promoted to Senior management because of the excellent performance delivered
- reduced the overall risks by 25% during COVID
- Implemented SOP with documented workflows of current and future process steps which reduced errors by 80 %

## Professional summary

Self directed individual bringing demonstrated success in supply chain management & procurement domain. Unsurpassed problem solving, planning and team building abilities

## Work Experience

### Purchase Manager

BLUE RIBBON LLC 2013-PRESENT

- Executed and coordinated multiple procurement functions and developed strategic and professional relations with International and local vendors
- Negotiations with the suppliers so that order lands on good profit.
- Knowledgeable in statistical models such as regression analysis and time series analysis to predict demand accurately.
- Experienced in optimizing inventory levels and reducing inventory costs while ensuring there is sufficient stock to meet customer demand.
- Established preferred suppliers for categories and implemented programs to develop, improve and manage supply base performance.
- Negotiations with supplier to achieve cost savings and improve operational efficiency.
- Provided weekly , monthly report on service level,, inventory, forecast exception.
- Coordinated the importation and exportation of goods via ocean, air and courier including customs clearance
- Expedited distribution of materials to different locations

## Skills

- Well versed in MS office – Power Point , Excel ,Word
- Strong Negotiation skills
- Creativity flexible thinking
- Excellent communication and interpersonal skills
- Expert in cultivating strategic supplier partnership and decision making
- Risk Management and strategic planning skills

## Core Qualifications

- Decision making ability
- Team Leadership
- Customer Service Skills
- Cost Centre familiarity
- Experience in maintaining strong relations with supplier.
- excellent analytical skills
- Logistics Coordination
- Distribution Experience
- Inventory coordination
- Strong verbal written communication skills
- Delivering compelling presentations.
- Meticulous Eye for detail

## Personal Details

- Visa – On Husbands Visa
- Driving License – UAE
- DOB– 27-02-1984

- Designed pricing models and quotation
- Arranged any necessary shipping documents to prevent sensitive shipments from getting delayed
- Set up and maintain SKU's for forecast, weekly and monthly monitoring of SKU's, work with Customer Service, Shipping, and customers
- Expedited the delivery in sensitive shipments by applying different methods
- Identified dead inventory and created solutions for excess liquidation through aggressive and creative inventory management.
- Expeditiously and effectively resolved purchasing claim needs
- Established new Forwarders and shipping agents so that comparison of freight can be optimized.
- Preparation of MIS reports based on the requirements of the management
- .Monitored new product introduction and obsolete stock.
- Train new staffs in the division
- Coordination with different departments
- Oversaw operations of GCC territory orders.

### Forecast Coordinator

2008-2012

- Gathered information to determine potential sales .
- Analyzing and compiling different Sell out reports from different outlets and sending to the respective suppliers.
- Maintaining Sell out Reports and Sell through reports on monthly basis according to different brands– Lacoste, Ralph Lauren, Geox.
- Complete correspondence with supplier regarding pricing & delivery terms.
- Prepare Item masters and create orders in Baan
- Prepare sales orders, delivery orders & invoices in Baan.
- Helped in the migration of the data from ERP To Oracle.