

ABDUL BASITH

EDUCATION

University Of Calicut

Bachelor of Business Administration (BBA)

Calicut, India

April 2014

Bharathiar University Coimbatore

Masters of Business Administration (MBA)

Coimbatore, India

May 2016

SKILLS

- * Strong leadership, Management Abilities and Adaptable to Challenging work environment
- * Excellent Analytical, Communication Skill
- * Flexibility and problem Solving Skills
- * Highly Organized and team working With supporting to colleagues
- * Software - MS Office Reporting knowledge, Inventory demand planning, Vendor relations, Document preparation, Multitasking, Availability forecasting

EXPERIENCE

Gyptech Building Technology Company Ltd.

Procurement / Purchasing and Aramco Portal

May 2024 – Present

Eastern Province , Saudi Arabia

- Streamlined procurement, boosting efficiency
- Ensured timely, budget-friendly buys
- Boosted procurement efficiency
- Ensured budget-friendly purchases
- Delivered projects on-time
- Secured cost-effective deals
- Ensure Stock availability
- Managing Aramco RFQ's in SAP ARIBA timely submission

Gyptech Building Technology Company Ltd.

Purchasing Officer

Nov. 2023 – March 2024

Eastern Province , Saudi Arabia

- Streamlined vendor selection
- Managed 50+ supplier relations expertly
- Forecast needs, ensuring stock availability
- Ensured stock availability

LULU Group International

Aramco Division Purchasing

Jan. 2023 – Sep. 2023

Eastern Province , Saudi Arabia

- Demonstrated expertise in market analysis, enhancing strategic procurement decisions
- Amplified sales insights, driving revenue growth for LULU Aramco Division
- Timely Material Supply in Aramco
- Aramco SAP ARIBA handling
- Aramco bidding project and timely quotation submission

LULU Group International

Purchasing Officer

Dec. 2021 – Dec. 2022

Eastern Province , Saudi Arabia

- identified the organization's purchasing needs, built relationships with suppliers, negotiated for better prices, quantities, and delivery time scales
- Monitored stock levels in all outlets and warehouses, coordinated with shop buyers
- Generated forecasting models, presented accurate quarterly stock figures, produced periodic reports, established and managed relationships with suppliers, coordinated store and production teams, scrutinized existing practices, and kept clear, up-to-date records of stock, components, and materials.

LULU Group International

Regional HR Executive

May 2017 – Nov. 2021

Eastern Province , Saudi Arabia

- Maintained and updated HR master files, handled all kinds of SAP updates, documentation, and controlling
- Provided expert HR advice to line managers, performed exit interviews, and transferred staff as per requirements

Alison's Informatics Pvt. Ltd.

Aug. 2015 – Aug. 2016

*Digital Marketing Manager**Kerala , India*

- Found reseller partners, fixed online demonstrations of software, enhanced lead generation strategy across Facebook and LinkedIn, and built strong client relationships through comprehensive and regular reporting
- Led online software demos
- Secured reseller partners

Posibolt Solutions Pvt. Ltd.

Apr. 2014 – July 2015

*Software Consultant**Bangalore , India*

- Acquired new clientele and expanded business reach through strategic networking and marketing
- Spearheaded full-cycle software implementation projects, ensuring seamless integration and functionality
- Delivered exceptional client support, resolving issues promptly to maintain high satisfaction levels

PERSONAL DETAILS

Date Of Birth

* September 15th 1991

Nationality

* Indian

LANGUAGES

- English
- Arabic
- Malayalam
- Hindi
- Tamil

SKILLS & INTERESTS

Skills: Microsoft Excel, Microsoft Office, PowerPoint**Interests:** Pencil Drawing, Swimming, Football

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