

M u h a m m e d R a b e e h

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Experienced Procurement Executive with 5+ years in global sourcing, P2P operations, and vendor management across the USA, Europe, and China. Expertise in managing end-to-end procurement cycles, ensuring compliance, cost savings, and supplier performance. Strong in building supplier relationships, negotiating terms, and utilizing tools like Microsoft Excel, Outlook, OneDrive, and e-commerce platforms to optimize procurement workflows.

Experience

AUGUST 2019 – PRESENT

Procurement Executive | Pantaq Ltd UK | Kozhikode

Oversees end-to-end Procure-to-Pay (P2P) processes across the USA, Europe, and China, managing strategic sourcing, vendor coordination, and full-cycle procurement. Handles requisitions, purchase order (PO) creation, invoice tracking, and delivery follow-up. Leads RFQ, RFI, and RFP processes to ensure competitive pricing and optimal vendor selection. Ensures compliance with FDA, ISO 9001, CE, and UKCA standards. Builds long-term supplier relationships, negotiates cost-effective contracts, and monitors vendor performance to support operational and financial goals. Leverages Microsoft Excel, Outlook, and OneDrive to streamline workflows, maintain documentation, and enhance cross-functional collaboration.

April 2019– July 2019

Cargo Forwarding officer | Rajab cargo service LLC | Bangalore

Planned and implemented efficient routes for freight, optimizing distance, delivery time, and minimizing risk. Ensured transportation safety by adhering to best practices and safety measures; while tracking the movement of freight and managing storage effectively

Skills

Procure-to-Pay (P2P) Process Management • RFQ / RFI / RFP Management • Market Research & Competitive Analysis • Risk Assessment & Mitigation Strategies • strategic sourcing, • Microsoft Office & Outlook • E-commerce & Cloud Procurement Platforms • Data analytics

Education

MAY 2017

Bachelor of Business Administration (BBA) | Calicut University | Kozhikode

APRIL 2018

Diploma in Logistics & Commercial Shipping Management | Rangsit University (Thailand) | Kozhikode

Achievements

Delivered a profitable sourcing strategy for medical consumables by partnering with Chinese manufacturers, ensuring full FDA, CE, and UKCA compliance and strengthening regulatory confidence across global markets.