

# Shilan Mudrikbhai Shah

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Jagruti Bungalow, Opposite US Pizza, Navrangpura, Ahmedabad 380009.

## INTRODUCTION

As a professional with over 10 years of experience in procurement and supply chain management, I am results-driven and focused on delivering innovative solutions to improve efficiency and reduce costs. My expertise lies in developing strategic sourcing strategies, fostering strong supplier relationships, and implementing effective inventory management practices. I have a proven track record of achieving measurable results and optimizing procurement operations to meet organizational goals. I am committed to delivering excellence in procurement and supply chain management to ensure the success of the organization.

## CORE COMPETENCIES

- ~ Procurement & Negotiation
- ~ Warehouse Management
- ~ Cost Optimization
- ~ Inventory Control
- ~ Process Improvement
- ~ Document and record keeping

## EDUCATION

- Lean Six Sigma Green Belt



- MBA in International Business Management - 2016 from SMU



- PGD in International Business Management - 2012 HLCPE/AMSOM



- B.Com - 2011 from Gujarat University



## PROFESSIONAL EXPERIENCE

### Quess Corp Limited – Assistant Store Manager

Apr-2021 to Present

Senior Warehouse Executive

From Apr - 2019 to Mar-21



### Achievements:-

- ❖ I was able to negotiate and reduce the costs of IT hardware and component AMC by 25% without compromising the quality standards.
- ❖ Through the implementation of process improvement initiatives, I was able to improve supply efficiency by 16%.
- ❖ I also successfully reduced the miss-shipments of RMA equipment by 84%.

### Responsibilities: -

- ✓ I am responsible for developing new vendor relationships, generating RFQs, negotiating prices, releasing purchase orders, and following up on order status.
- ✓ Additionally, I worked to strengthen authorized approval and implemented policies and procedures in order to improve documentation and tracking activity within the Purchasing and Warehouse operations.
- ✓ I am coordinating daily activities within the warehouse, including receiving, storage, and shipment of products. I also managed inventory levels to ensure adequate stock levels and minimize inventory losses.
- ✓ I calculating quarterly expenses and kept precise records.
- ✓ Lastly, I providing training and mentoring to warehouse staff, resulting in improved performance.

**Bharti Airtel Limited (Gujarat) Associate – (Purchase and Warehouse Executive)**  
**From Sep - 2015 to 20-Apr-19**



**Achievements:-**

- ❖ *I facilitated the shift of the network warehouse from the old location to the new one with minimum inventory losses,*
- ❖ *Additionally, I assisted the purchase manager in the renovation of the Gujarat headquarters.*
- ❖ *By implementing dispatch planning and routes, I was able to reduce transportation costs by 10%.*

**Responsibilities: -**

- ✓ I had a monthly discussion with the Business Team about clearing out our ageing stock.
- ✓ I worked with other departments to make sure that our goods were delivered on time.
- ✓ I managed over 250 SKUs and reviewed ageing norms, placing orders to replenish our stock and avoid shortages or surpluses.
- ✓ I supervised the warehouse staff and managed day-to-day operations, including receiving, storing, and shipping products.
- ✓ I also coordinated with freight forwarders to ensure that international shipments were delivered on time via Air, LTL, and FTL.
- ✓ Additionally, I generated RFQs, negotiated prices, released purchase orders, and followed up on order status.
- ✓ Lastly, I managed the commercial invoice process, payment, and reconciliation.

**Pradip Overseas Ltd - Export Executive/Textile Merchandiser**

**From September 2013 to August 2015**



**Responsibilities: -**

- ✓ I worked closely with the design team and production department to prepare samples.
- ✓ I handled all communication regarding quality assurance and helped resolve conflicts.
- ✓ I also oversaw all product inspections.
- ✓ Additionally, I calculated and arranged the shipment of grey fabric, supervised daily production activities, and ensured the smooth procurement of textile accessories.
- ✓ I also took care of export documentation and made sure that containers were properly packed and loaded for shipment.

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**PERSONAL INFORMATION**

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Date of birth : 8 May 1991  
Work On : SAP, Oracle and Ms Office  
Languages are known : English, Hindi & Gujarati

**(Shilan M Shah)**