



# ASHBY AJU

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## SUMMARY

Results-driven Logistics & Operations Specialist with 3+ years of experience in procurement, supply chain management, and international logistics. Proven expertise in optimizing budgets, improving efficiency, and ensuring seamless global operations. Offering strong foundation in organizational skills and willingness to learn and develop in fast-paced logistics environment. Brings ability to quickly grasp supply chain concepts and proficient in using logistics software and inventory management systems. Ready to use and develop analytical and coordination skills in Logistics role.

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## WORK EXPERIENCE

### The Collective International FZE

#### Logistics Specialist & Procurement Buyer

- **Led procurement & logistics for 200+ projects, ensuring 98% on-time delivery** across auto spare parts, FMCG, construction materials, and safety supplies for clients on a global scale.
- **Optimized freight selection strategies** by analyzing budgets, ETD, and ETA to ensure cost-efficient and timely deliveries, successfully aligning with client KPIs and deadlines.
- **Managed export documentation**, including HS Codes and Incoterms, ensuring full compliance with international trade regulations and smooth customs clearance.
- **Oversaw supply chain operations and inventory management**, ensuring stock optimization while maintaining quality and safety compliance.
- **Liaised with global suppliers and clients**, including KBR, Fluor, P.A.E, and Al Dhafra Air Base, to ensure prompt and accurate deliveries, consistently meeting service level agreements (SLAs).
- **Coordinated logistics for military base deliveries** in UAE, Qatar, Saudi Arabia, and the USA, ensuring seamless end-to-end supply chain execution.
- **Maintained and updated ERP systems** to track open orders, delivery schedules, and inventory, ensuring accurate real-time data for decision-making.
- **Monitored inbound and outbound shipments**, ensuring timely deliveries and proactively resolving supply chain bottlenecks.
- **Enhanced supplier database** by identifying and onboarding new vendors, improving procurement efficiency and cost savings.
- **Negotiated contracts with suppliers**, optimizing costs while maintaining quality standards and achieving procurement targets.
- **Processed purchase orders and requisitions**, ensuring seamless procurement and adherence to company financial guidelines.
- **Controlled procurement and supply operations**, ensuring the strategic purchase of materials and services while maximizing budget efficiency.
- **Reviewed supplier agreements and contracts**, securing the best pricing and quality through effective contract management.
- **Conducted market research** to identify new business opportunities and potential suppliers, strengthening the company's competitive edge.
- **Engaged in B2B sales meetings**, successfully closing deals and expanding business partnerships.
- **Managed sales data entry and invoicing**, ensuring accurate and timely financial transactions.
- **Ensured supplier compliance with delivery schedules**, proactively mitigating delays and optimizing logistics performance.
- **Collaborated with cross-functional teams**, supporting sales, procurement, and logistics departments to streamline operations.
- **Resolved customer queries and supply chain issues**, ensuring high client satisfaction and service continuity.

### Products and services dealt with:

Plumbing materials ,Oil & gas, Building materials & Construction material , Home and office furniture's, Electrical and Electronics, Power generation, HVAC equipment's, Light fittings, Hard ware & Safety tools, Heavy equipment and auto spare parts, Oil and gas, Building material, plywood , Sanitary ware, kitchen equipment's, Switchgear accessories etc.

### Canaan Enginnering Pvt. Ltd

#### Administrative Officer

- Maintain and organize company records, including contracts, purchase orders, invoices, and other important documents related to manufacturing and fabrication processes.
- Coordinate with the inventory team to ensure adequate stock levels of raw materials, parts, and finished products necessary for manufacturing operations.
- Serve as a point of contact for internal and external communication, including answering phones, responding to emails, and handling correspondence on behalf of the company.
- Assist in maintaining quality assurance processes, including documentation of quality control procedures and ensuring adherence to quality standards in manufacturing and fabrication processes.
- Assist in sourcing and procuring materials, equipment, and services required for manufacturing and fabrication processes, in coordination with the procurement department.

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## EDUCATION

### Master of Auditing Costing and Management

International University Of Ramanuja

- Merit (First class)

Supply Chain Analysis, Cost Control Strategies

### Bachelor of Commerce

International University Of Ramanuja

- Merit (First class)

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## ADDITIONAL INFORMATION

- **Skills:** Supply Chain Management, ERP systems, Freight Forwarding, Supplier Negotiations, Contract Management, Demand planning, and export/import compliance, Procurement Strategy, Logistics Optimization, Teamwork, Project Management, Leadership, Effective Communication, Analytical Thinking, Project Budgeting, Financial Reporting & Microsoft
  - **Languages:** English, Malayalam, Hindi, Tamil, Arabic (Basic).
  - **Certifications:** SAP ERP (Procurement & Logistics), Microsoft Office Specialist, Tally.
  - **Accomplishments/Activities:** Strengthened supplier-client relations, reducing lead times by 20% and improving contract efficiency, Implemented new systems or software to cut time and costs, Built and maintained strong client relationships, Used financial forecasting to reduce risks
  - **UAE driving license**
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