

SAJU NAIR

Senior Buyer (Procurement & Logistics)

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CORE COMPETENCIES

- Strategic Sourcing & Vendor Management
- Global Logistics & Supply Chain Optimization
- Contract Negotiation & Compliance
- Procurement Strategy & Category Management
- Cost Reduction & Spend Analysis
- ERP Systems (SAP)
- Cross-functional Collaboration

EDUCATION

- Bachelor of Science (Physics) with first class degree
Bharathiar University, Coimbatore
Tamil Nadu
- An alumnus of Kendriya Vidyalaya Sangathan from Kindergarten to Grade 12

CERTIFICATIONS

- Six Sigma assessment

TECHNICAL SKILLS

- SAP MM
- MS Excel, MS Word, fair knowledge of Power point.

PROFESSIONAL SUMMARY

- Seasoned Logistics & Procurement professional with around 20 years of progressive experience in managing end-to-end supply chain operations, strategic sourcing, vendor management, contract negotiations, and cost optimization. Proven track record of delivering significant savings, improving operational efficiency, and building strong supplier relationships across diverse industries. Adept at leading cross-functional teams and aligning procurement strategies with business goals.

PROFESSIONAL EXPERIENCE

SENIOR BUYER – PROCUREMENT & LOGISTICS

RELIANCE LIFE SCIENCES PVT. LTD., Navi Mumbai, Maharashtra April 2016 – April 2025

- Functioned as 'Buyer' for Logistics Procurement Services catering logistics requirement of Finished Goods, KSMs, APIs, R&D and QC Samples across domestic and international markets. Achieved cost savings of 10-15% YoY through strategic sourcing initiatives and rigorous negotiation with supplier/service providers.
- Fair knowledge and rich experience in logistics of cold chain products with different temperature profiles – controlled ambient (+15/+25°C), Chilled products (+2/+8°C), Frozen products (-80°C to 0° C with dry ice) and deep frozen products (with liquid Nitrogen in vapour phase in dry shipper at -196° C) for transportation of various biologic products at domestic and international sectors.
- Evaluate and onboard vendors, negotiate contracts, and manage supplier performance.
- Determine appropriate packaging & logistics solutions based on product specifications, logger placements and shipping terms.
- Streamlined logistics operations across 2 international regions, reducing dependency on airlines & routings.
- Oversaw export operations and ensured cold chain compliances.
- Collaborated with operations to align procurement with production schedules and budgets.
- Managed RFQ's, Rate Contracts & Purchase/Service Work orders in SAP MM.

PROCUREMENT & LOGISTICS EXECUTIVE

KAMAL ENTERPRISES, Mulund, Mumbai

September 2012 – Mar 2016

- Employed under KAMAL ENTERPRISES, Mulund, Mumbai (authorized vendor for Contract Manpower supplies for Reliance Group of Companies).
- Functioned and managed Procurement / Export Logistics operations for Reliance Life Sciences Pvt. Ltd. (Jamnagar Plant & Rabale Plant).
- Managed export shipments, optimized transportation modes and reducing freight costs by 10-15% consistently.
- Spearheaded the transition to a centralized procurement model, increasing purchasing efficiency.

BUYER / LOGISTICS EXECUTIVE

XOTIK FRUJUS PVT. LTD., MIDC Andheri (e), Mumbai

May 2008 – August 2012

- XOTIK Frujus was a startup firm established in year 2007 at MIDC, Andheri East, Mumbai. The company was into manufacturing and distribution of Soft/ Carbonated fruit drinks, Mineral Water bottling (Own and co-bottling of Parle Bisleri Mineral Water at their facility). Firm was also contracted into production/ distribution of Orangina drink, a product owned by French based company - Schweppes International Limited.
- During the tenure with XOTIK Frujus, I had managed sourcing of RM, PM and managed vendor relations and sourcing activities.
- Negotiations with local transporters for freights/distribution of finished goods with local city limits and at national level.

PURCHASE/ LOGISTICS EXECUTIVE**KAANE AMERICAN INTERNATIONAL TOBACCO FZE, Jebel Ali, Dubai****July 2005 – March 2008**

- KAANE American Internation Tobacco is an registered Indian Firm in Jebel Ali Free Zone, Dubai, United Arab Emirates. The company mainly imported cut-rag tobaccos from Brazil, South Africa into their facility at Dubai and processed, manufactured and exported filtered cigarettes under various brand names mainly to African continent.
- I was directly reporting to the Director – operations and managed procurement of RM, PM, and managed vendor relations and sourcing activities.
- I lead overall export logistics operations (Freight booking, container placement, export documentation, container/ vessel tracking etc.)

ACCOUNTS/ PURCHASE ASSISTANT**RIFA PUBLICATIONS PVT. LTD., Fort, Mumbai****November 1996 – May 2004**

- RIFA PUBLICATIONS was a Film magazine/Journal launched in the year 1974. The company printed and published film magazines and once was a strong competitor to FILMFARE and other leading journals.
- I was at my entry level and during my brief tenure with the company, I had assisted Senior accountant in data entry of Cash/ bank books, handled cheque payments in Tally Accounting software. Handled Petty Cash payments, assisted in bank reconciliations statement and also, assisted my seniors during audits.
- Besides functioning as Accounting Assistant, have also functioned as assistant in New Print Purchase Department where I associated and assisted the purchase manager in import of New Print paper stocks from Finland and other countries.
