

# Ranjith Pulkool



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## Procurement | Logistics | Materials | Operations

Data Analysis

Supplier Negotiation

Shipping Documentation

Performance-driven and seasoned professional with valuable experience in material management, supply chain operations, inventory maintenance, and records administration while thriving in high-paced settings. Well-versed in following safety procedures, negotiating suppliers, coordinating equipment movement, and leading purchase processes. Excel at optimizing resources to increase productivity, enhance revenue, and achieve top results while reducing costs. Committed to elevating performance levels by performing site visits, expediting supply transactions, and verifying shipments. Possess Employment Screening Resources (ESR) clearance.

### Core areas of expertise include:

Supply Chain Supervision ▪ Safety Compliance ▪ Reports & Documentation ▪ Continuous Improvement  
Logistical Support ▪ Inventory Control ▪ Quality Regulation ▪ Product Launching ▪ Records Administration  
Performance Optimization ▪ Team Building & Leadership ▪ Procurement Requisitions ▪ Bid Formulation

### PROFESSIONAL EXPERIENCE

Spartan Air Academy LLC | Balad Air Base, Iraq

01<sup>st</sup> March 2022 to 30<sup>th</sup> September 2022

→ **Senior Supply Chain Administrator (T-6A Texan II Aircraft Support)**

Supervisor Name: Gregory Harmon | Supervisor No.: +1 (972)-780-3259 | May be contacted: Yes | Salary: \$65000 per year | Hours per week: 60

Maintain service levels by overseeing and regulating parts movement in repair cycle, home office, and appropriate repair station. Standardize processes by offering safety training while guaranteeing implementation of safety procedures. Warrant timely repair and receipt of required items by managing material and component inventory at site and accelerating supply transactions. Lead on-site parts accountability and paper/automated inventory records to streamline business functions.

- Monitored production schedules and estimated/located parts required/overdue while communicating with CLS Site Manager and Lead Mechanics.
- Complied with instructions provided by CLS Site Manager and Home Office to coordinate movement and heavy lifting of parts/material between site and multiple locations.
- Administered inventory efficiently while maintaining sufficient stock levels for controlled items, assuring timely data delivery, reviewing data usage information, and reporting SC Director.
- Followed set policies and procedures to aid site COMBS (Contract Operated and Managed Base Supply contracts) maintenance requirements while streamlining material, parts, and assemblies' flow.
- Conducted research/validation regarding backorder non-filled issue requests and assisted Maintenance Technicians in investigating parts requests.
- Reconciled goods with manifests/shipping documents, examined damaged items, and ensured appropriate item identification in inventory and distribution to optimize logistics operations.
- Communicated with CLS Site Manager regarding user parts and support equipment needed for specific tasks to facilitate operation and improvement.
- Adhered to current MSDS, state and federal guidelines, customer directives, and company policies to acquire, use, and dispose of hazardous materials.
- Assured timely availability, shipment, and control of supplies/spare parts while bringing distribution control activities in line with procurement and warehouse operations.

Zenith Logistics General Trading Co. WLL | Dubai, UAE

2020 to 2021

→ **Senior Procurement Executive - Global Sourcing**

Supervisor Name: Biju Anthony | Supervisor No.: (+971) 58 801 2705 | May be contacted: Yes | Hours per week: 54

Identified best value for money by evaluating bids, recommending suppliers, and negotiating price, delivery, and service. Valued production capability, performance, and delivery up to mark while conducting supplier site visits.

- Streamlined supply-side activities by presenting supply and service solutions for US Department of Defense, NATO, US Embassy, EPC contractors, US Federal agencies, and MNC's/relief organizations across globe.

- Developed competitive bids/estimates/quotations while incorporating best available product mix and appropriate technical and commercial considerations.
- Analyzed purchase requisitions for clarity/completeness and compliance and obtained additional information.
- Agreed with suppliers on damage claims, material returns, over-shipments, cancellations, and engineering changes to assure satisfaction at both ends.

DynCorp International, LOGCAP-IV | Kandahar, Afghanistan

2011 to 2020

→ **Team Lead (Operations & Materials)**

Supervisor Name: Robert Vondell | Supervisor No.: +1(817)-567-6113 | May be contacted: Yes | Hours per week: 84

Oversaw various operational activities, such as facilities planning, designing, construction, furniture/office allocation, and several services related to food, transport, and janitorial.

- Guaranteed proper creation, revision, closure, and reporting of service orders and preventive maintenance schedules by working collaboratively with Service Desk.
- Utilized solid problem-solving skills to manage and address customer issues and inquiries related to operation.
- Supported facilities management by applying best and effective practices for processes, procedures, and policies while assigning duties to less experienced team members and aiding in assignments.
- Certified timely completion of Service Orders in compliance with Standard Operating Procedures (SOP) and guidelines by thoroughly observing customers' requirements.
- Delivered advance notice for any service interruptions due to scheduled maintenance and informed Base Camp Mayor and ACO regarding emergency repairs.
- Attained significant improvements in both productivity and efficiency through proper coordination and reconciliation of information across various Microsoft Excel files.
- Gathered/rolled up Inventory Control Log and Materials Control Log from O&M departments on weekly basis.

FCI-OEN Connectors LTD | Cochin, India

2010 to 2011

→ **Buyer/ Planner- Level III**

Supervisor Name: Rajeev Gopinathan Nair | Supervisor No.: (+91) 94006 69066 | May be contacted: Yes | Hours per week: 54

Created purchase orders and communicated with vendors through email while leading procurement of resale items and printed material for this specialty and commodity chemicals distributor.

- Spearheaded supply chain management while preventing interruptions in manufacturing operations and ensuring product delivery under strict time constraints.
- Provided management with purchase order reports, including vendor invoice numbers for all closed POs.
- Used exceptional communication and persuasion skills and negotiated critical terms and conditions with suppliers, such as price, delivery timetables, and payment terms.
- Aided supply chain manager in regularly maintaining appropriate inventory levels of materials.
- Gathered essential materials for launch of new products through comprehensive online research, trade shows, supplier listings, trade journals, and other sources.

Amrita Institute of Medical Sciences | Cochin, India

2007 to 2010

→ **Senior Purchase Executive- Consignment, Implants, Consumables & Biomedical Equipment Purchase**

Supervisor Name: C.G Ramachandran (CGR) | Supervisor No.: (+91) 484 285 1234 | May be contacted: Yes | Hours per week: 54

Supervised procurement for specialty tertiary care health center and 1,450-bed hospital while collaborating with Main Store, Central Receiving, and Finance departments to complete purchase orders with outside suppliers.

- Spearheaded supplier rationalization programs and audits to reduce contract volume without compromising organization's ability to satisfy patient care demands.
- Acquired top-quality products at reasonable rates through effective negotiation with vendors on key terms.
- Complied with patient care/quality standards while functioning on cost-effectiveness/avoidance basis.
- Led procurement of all products in accordance with approved Purchase Orders while ensuring completion of all purchases in defined turnaround time.

- Guaranteed purchase of products at best possible rates while gathering minimum of three bids for all new requirements and high-value repeat orders.
- Managed proper registration of all new suppliers in adherence to Purchase Policy.
- Assured purchase of appropriate quantity by handling stock of requested products.
- Informed Main Store and End Users regarding unusual delays and updated record of Processed and Open/Pending PRs while overseeing daily Purchase Requisitions.

## ADDITIONAL EXPERIENCE

**Procurement Associate**, SFO Technologies Pvt. Ltd, The NeST Group of companies | Cochin, India

## EDUCATION

**Master of Business Administration (MBA)** | National Institute of Business Management, Chennai, India  
**Bachelor of Science (B.Sc. Mathematics)** | Kannur University, Kannur, India  
**Associate Degree (Pre-Degree, Mathematics)** | Calicut University, Calicut, India  
**Industrial Training in Instrument Mechanic (I.T.I)** | State Govt. Board of Technical Education, Kannur, India

## PROFESSIONAL DEVELOPMENT

**Diploma in Supply Chain Management& Using Six Sigma in Supply Chain**, Alison  
**Diploma in Project Management**, Alison  
**ISO 45001:2018 - Principles of Occupational Health & Safety Management Systems**, Alison  
**Certification of ISO 9001:2015 – Quality Management System (QMS)**, Alison  
**Certified Supply Chain Professional**, National Skill India Mission (A National Skill Development Agency)  
**10- Hour General Industry Safety & Health**, OSHA- 10 HOUR  
**Certification Course in Supply Chain Management**, Jain Deemed to be University  
**Diploma in Customer Service Management**, Alison Online Learning  
**Six Sigma White, Yellow & Green Belt**, Council for Six Sigma Certification- CSSC  
**Certification Course in Google Digital Marketing**, Google  
**The Art of Supplier Negotiation**, Course authorized by University of California, Irvine & offered through Coursera  
**Managing Supplier Performance – Certification of Completion**, NLP  
**Google Analytics for Beginners**, Google Analytics Academy

## AWARDS & RECOGNITION

**Certificate of Appreciation**, DynCorp International LLC  
**Employee of the month**, DynCorp International LLC  
**Honor**, Amrita Institute of Medical Sciences & Research Centre  
**Certificate of Honor**, Kannur University

## TECHNICAL PROFICIENCIES

Microsoft Office | Outlook | AutoCAD | Oracle DBA | SQL DBA | C & C++ | Spreadsheets | Windows 10

## LANGUAGES

English (Full Professional Proficiency) | Malayalam (Native/Bilingual Proficiency) | Hindi (Full Professional Proficiency) | Tamil (Limited Working Proficiency)

## VOLUNTEER EXPERIENCE

**Volunteer**, Amrita Institute of Medical Sciences & Research Centre  
**Community Volunteer**, Let Us Help Services  
**Emergency support Operations coordinator (Fight to COVID-19)**, Kerala State Disaster Management Authority (KSDMA) - Fight to COVID-19

## COURSES

C/C++ Programming  
Diploma in Computer Application  
Diploma in Supply Chain Management  
Fundamentals of Using Six Sigma in Supply Chains  
Oracle SQL Server DBA by NIIT