**Summary:**

Project Management professional with over Ten years’ overall work experience. My role primarily is to take care of the market analysis of supplier prices for proposing the tender pricing, in addition to the post award responsibilities of procurement, review of contracts etc. The communication with clients, consultants, accessories suppliers etc. also are part of my responsibilities.

I am trained & experienced as a front-end user of S.A.P. (Project System + Sales & Distribution modules).

### Work Experience:

**February 2011 - Present : Saudi Cable Company (Projects division) Kingdom of Bahrain**

Procurement Officer

Experienced in Procurement & Tendering work for turnkey & supply projects (upto and above BHD 12 Million).

* Have brought about significant lowering of cost for the cable accessories/ services by sourcing of alternate suppliers and negotiating aggressively with them.
* Handling procurement for multiple projects at one time.
* Detailed analysis, calculation & attention of the project cost, bringing out as much profit margin for the company as possible. All awarded projects are successfully running within the budgeted costs.
* Around 10 Projects were awarded during the past 2 years, due to careful analysis of competitor/ supplier prices, and accordingly devising of tender pricing.
* 13 Turnkey & more than 80 Field Support Projects have been successfully created in S.A.P. by me over the past couple of years, with attention to WBS & Network activity requirements.
* Discovered suitable suppliers for various accessory & services requirement, through extensive research.
* Followed up for delivery and ensure shipment requirement for the country are met.
* Ensured procurement is done well within the budgeted.
* Prepared contract briefs and revisions, thus aiding in the understanding of the Project Manager in particular and of the team in general.
* Monitored status of contractor/ client deliverables, while ensuring timelines are met.
* Managed the Preparation of Tender submittal documents/ folders for Turnkey and Supply contracts.
* Assisted in Project Costing, ensuring that all required costs are covered, thus aiding the management in calculation of the Bid price, while ensuring that the desired profitability margin is arrived at.
* Assisted in calculation of Tender Bid price, keeping it highly competitive.
* Study and Analysis of tender requirement thoroughly, ensuring nothing is left out and all requirements are satisfactorily met.
* Monitor submittals received against the tender requirements from the respective suppliers & inform of deviations (if any), so that corrective action can be done on time.
* Reviewed post bid queries/ requirements and ensure it is attended to the best satisfaction of the client.
* Coordinated closely with all sections of the company i.e. procurement, sales, finance, engineering, to ensure all inputs are received and compiled on time & the bid is prepared well ahead of schedule & submitted to Client by the due date.
* Provided administrative support to various departments.
* Resolved any logistic issues faced during delivery of the material.
* Resolution of supplier issues resulting in increased satisfaction.
* Coordination and follow-up with suppliers and company departments to ensure there is no delay in project execution & the materials/ services are available in the required time.

S.A.P. - Project System module (End User):

* Creation & Updation of Project Structures with attention to WBS, Network and Activity requirements.
* Creation of Purchase Requisitions.
* Uploading of Planned Cost & Revenue figures and updating them as per requirement.
* Generate and analyze various reports as required by the management.

S.A.P. - Sales & Distribution module (End User):

* Creation & Updation of Contracts, Sales Orders, Billing Requests & Billing Documents.

**January 2010 to January 2011 : P.A. First Grade College Mangalore, India**

Lecturer

Made my sessions more interactive with student participation, thus improving their interest & understanding.

* ‘Management & Entrepreneurship’ for 5th semester Engineering students of Bio-Technology.
* ‘Human Resource Management’ for final year students of Bachelors in Business Management (BBM).
* ‘Marketing Management’ for final year students of Bachelors in Business Management (BBM).
* Management & General Theory subjects for final year Commerce (Bachelors) students.

**November 2004 to September 2009 : S.S. Electricals Bangalore, India**

 Tendering & Contracts executive officer

* Analyzed customer enquiry/tender documents along with sales team & management to decide Client requirements can be met & whether to bid or not.
* Studied the general conditions of the tender documents & prepare list of all technical & commercial requirements for further preparation of bid documents.
* Identified the material/services & their respective BoQs, specifications and/or other vital data.
* Submit complete data for material/services as above to procurement department for obtaining required estimation with technical specification confirmation from various vendors/contractors.
* Preparation of the tender with the input received from procurement department while including price/mark up of each item, specifications, drawings, etc. with due consultation & approval of the management.

### Education & Training:

* 2013: **S.A.P. – Project System and Sales & Distribution Modules**, Saudi Cable Company, Jeddah, K.S.A.
* 2004: **M.B.A. (Marketing)** – Micro Business School, Udupi, Karnataka, India.
* 2001: **B.Com.** – Mumbai University, Mumbai, India.

### PERSONAL INFORMATION:

* Date of Birth : 03rd October 1977
* Nationality : Indian
* Religion : Islam
* Marital Status : Married
* Driving license : Valid Bahraini & Indian License