

RAHUL

ORIENT PHARMACY BUILDING,DEIRA,DUBAI





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EDUCATION

Board of Higher Secondary X - XII

*New Indian Model School Dubai, UAE*

(2005 – 2007)

Bachelor of Tech, Mechanical

*Amrita School of Engineering*

*Coimbatore, IN DIA*

*(2007 – 2011)*

PROFESSIONAL SKILLS

* AUTO CAD
* MICROSOF T EXCEL
* MICROSOF T WORD
* MICROSOF T POWERPOINT
* BUILDING MANAGEMENT SYSTEM
* CUSTOMER RELATION SHIP MANAGEMENT
* SUPPLY C HAIN MANAGEMENT
* SOFTWARE DEVELOPMENT/DATABASE MANAGEMENT
* BUSINESS DEVELOPM ENT
* BUSINESS ANALYTICS

INDUSTRIAL TRAINING

* HINDUSTAN MACHINE TOOLS ERNAKULAM, IN DIA (2005)
* COCHIN SHIPYARD WQC INSTITUTE

ERNAKULAM, IN DIA 2013 - 2014

SUMMARY

Professional and Proactive graduate with more than 4 years of wide expertise in working as a Technical Project Coordinator and Programmer Analyst which gave an enhanced opportunity to deliver skills both in Technical and Managerial sectors. Looking forward to secure a role in **Supply Chain Management and Analytics** to build robust relationships and leverage professional expertise to drive optimal business results

CONTRACTS MANAGEMENT OFFICER - TEMPORARY

**MESMAR PROPERTY, DUBAI, 2018 – TILL DATE**

* Maintain lease database and data integrity using **Advanced Microsoft Excel - Macro**
* Assist in the development and monitoring of executed leases, lease renewals / portfolio database.
* Prepare financial data in support of VAT reporting on rental income and expenses
* Records and reviews account receivables and payables

TECHNICAL PROJECT COORDINATOR

**BERKELEY SERVICE GROUP GmBH, DUBAI 2015 - 2017**

* Preparing Estimation for the materials required in the site based inventory data and coordinating with client for approvals and procurement team for timely delivery of materials meeting service level agreements (SLA) using organization **ERP - SAP**
* **Continuous market research** on latest technologies and products available in marketand implementing the same in various sites.
* Maintaining a healthy relationship with various vendors/suppliers to fetch the products that balance on both **Quality and Pricing**.
* **Negotiating** with vendors/suppliers in fetching best price for the materials required insites.
* Preparing Quarterly, Monthly and Annual project report showing case the quality of service**, Key performance index(KPI), cost reduction and inventory management**
* Review site requirement and fetch appropriate quotation for further preparation of **Purchase Requisition** . Coordination with supplier for timely delivery of material to siteas per **C ontract Management.**
* **Analytics** - Prepare Database for inventory management, purchase requisition andbudget tracking using Advanced Excel.
* Preparing Annual Maintenance Project Plan for various property using **M S Projects**
* Technically sound in integration of **M EP** and **BM S** Operations which comply to the concept initializing from installation to maintenance operations
* Leading a team in handling various **Property Management** project - MEP
* Ensuring approval of Purchase Orders and effective communication with suppliers
* Document all inquiries and service calls and assigns customer calls to Technicians using CAFM (*Computer Aided Facility Management*)
* Enhanced Knowledge in **Spend Analysis** ,**RFI, RFP and RFQ**

PROGRAMMER ANALYST

**COGNIZANT TEC HNOLOGY SOLUTIONS, INDIA - 2011 – 2014**

* Requirements reconciliation, Inventory Analysis and Development of various interfaces in Unison Facets platform to migrate it to CSP Facets platform.
* Shouldering overall responsibilities to understand Client Processes and to work efficiently to meet targets and deliver solutions in accordance with Cognizant quality control standards and business practices. .
* Imparting domain and technical knowledge to fellow team members.
* Preparation of the following various Technical and Functional documents, Test Case document and implementation plans.
* **Modifies the database structure upon Application Developer’s request**
* **Monitors database application SQL and recommends necessary changes to the developers in order to tune it for best performance**

**LANGUAGES KNOWN** - ENGLISH, HINDI, MALAYALAM AND TAMIL **POSSESS VALID UAE DRIVING LICEN SE**