Bhaskar

Bhaskar.147356@2freemail.com

To

The Recruiting Manager,

Dear Sir/ Madam,

I have more than 8 Year’s Professional Experience as a Executive in Various Departments of Construction Industry i.e. Administration, Procurement, Purchase& Operation Departments which can enable to me take new challenges.

Having understood a vacancy exists in the organization. I undersigned, take the pleasure of applying myself as a candidate for the same along with my detailed c.v for your kind consideration.

I hope you will find my background suitable as desired for the post. Should you however require any additional information, I shall be pleased to furnish the same.

I would appreciate providing me an opportunity to discuss my qualification and abilities and capabilities in more detail and would make my self-available at your earliest convenience.

If given an opportunity to serve, I assure of my fullest co-operation in carrying out my duties to the best of my abilities to the entire satisfaction of my superiors. If given opportunity I would be available to work for your organization from the next day from the date of intimation.

Thanking you in anticipation of an early reply.

Yours faithfully,

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**Objective**

To provide a targeted,Creative and unique vision in the Commercial Development and Civil / Sales/Administrationsection in a fast-paced, Professional environment can be utilized to increase company profile while pursing new opportunities and carrier challenges with a company, who places high priority on customer satisfaction, Initiative and quality performance in the realm of products and channel management.

**Professional Profile**

Workedas a Executive in Construction Industry,more than 8 year’s Professional experience that includes 6years of exposure in civil construction and Marine engineering organization in the Middle East with extensive experience on Variety of complex projects. This has involved a number of Contracting routes, Manage and construct, Construction management. Expertise in executing diverse project for Constructing, Infrastructure development, Marina Structures and Traditional expertise in Purchasing, Procurement,Material management, Stock and inventory control, Logistics coordination, Vendors development and management of personnel resources. Anenterprising leader with abilities in Leading motivated teams towards accomplishment of organizational goals.

**Professional Experience – 8Year’s**

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| Sep2011- Mar 2012 | **Hire Desk Controller** - Arabian Equipment Rentals(Division of Kanoo Group)Abu Dhabi, United Arab Emirates |
| April2006 -Aug2011 | **Commercial Assistant-** Dutco Balfour Beatty LLCDubai, United Arab Emirates |
| Oct2003 - May2006 | **Site Co-ordinator – Bharti Builders** |
| **ARABIAN EQUIPMENT RENTALS - AR DEWATERING SERVICES( KANOO GROUP)**  |

**Duties and Responsibilities**

* Assisting to Regional Finance Manager,Business Development & Operation Manager.

Receiving the enquiries from various clients and forward to Business Development Manager and Design Team with all supporting documents in order to produce the accurate quotations ( Tender and Job in Hand)which can full fill Client's .Requirements

* Sending Dewatering quotation's to Main Contractors and liaise with them for clarifications.
* Follow-up with Main Contractor's for quotation status

All Administration works which includes Staff leave Process, Visa Renewal Process, Air Ticket Booking etc.,

* Preparing Weekly & Monthly Reports for Management
* Resolving the issues in ongoing projects by liaise with site supervisor's and Management
* Follow up with the Main Contractors for New Projects

Verifying the received LPO & make sure of all terms and conditions are in line with company's terms and conditions&controlling the work shop

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| **DUTCO BALFOUR BEATTY GROUP** |

**Duties and Responsibilities**

* Reporting to Senior Quantity Surveyor and Contracts Manager
* Floating inquiries (local and international) “for bidding purposes” to various Suppliers and Sub-Contractors.
* Preparation of the Tender Documents (Drawings, Specifications & BOQ) for each Sub-Contractor.
* Coordinate with suppliers/Sub-contractors about technical matters, quotations and queries etc.
* Prepare a comparative statement of the suppliers/Sub-Contractors for their commercial evaluation rating.
* Obtain the necessary submittals and Pre-qualifications from the Sub-Contractor/Supplier.
* Developing vendors and maintaining supplier data base with establish priorities and develop critical tasks.
* A comprehensive Letter of Intent is prepared for the Supplier/Sub-Contractor keeping in view the financial responsibility, budget and other policies of company.
* Upon Approval prepare their Sub-Contract Agreement/Sub-Contract Order/Confirmed Order depending on the size, Value & nature of the Supplier/Sub-Contractor.
* Pre-qualify and prepare lists of qualified bidders for the requisitioned items; prepare enquiry packages incorporating all commercial, technical and inspection requirements, where specified;
* Follow up with bidders to ensure timely submission of bids; and carry out opening of bids after bid closing dates as per the delegation of authority.
* Prepare quotation comparison statements to match the budgetary requirements and submission of valuation case to the management for approval and award of Letter of Intent, which deemed beneficial to the organization.
* Interact with project manager, Project Quantity Surveyor, Package Manager
* Sourcing and pre-qualifying potential suppliers through the Internet, trade journals, and supplier questionnaires and financial reports.
* Inspecting supplier premises prior to awarding contracts to ensure that supplier infrastructure is sufficient for requirements.
* Prime interface with clients and sub-contractors. including identification of exact specifications approval from consultants
* Responsible for complete procurement process from sourcing and purchasing of facility, construction, production and maintenance materials in a cost effective and ethical manner, considering price, service, quality, inventory positions.
* Prepare the General Supply Contract and Subcontract agreements for various equipment, works and other services with the Suppliers / Subcontractors.
* Control on purchasing, expiating, stock control with QC related matters.
* Search, selection, evaluation and development of Vendors and Contractors, maintaining and updating database, at national & international levels. Conducting market research for materials.
* Directs and coordinates all purchasing activities, both local and international, for operational Units and assists.
* Scrutiny and review of purchase requisition for plant machinery, equipments, engineering items and direct purchase materials, raised by user department; check for accuracy and completeness with regard to scope of work.
* Analyzing market and delivery conditions in order to determine present and future material availability and submit reports to management.
* Preparation of Call off’ agreement with supplier for various products like Cables, Electrical items, Fast moving consumables, Pipe fittings, Hardware items, Blasting and painting items, Abrasives products, paints etc.
* Support the Estimation and provide source/ cost of major and odd items.
* Ensure of materials quality according ISO and claims of materials being accompanied with the necessary certificates of quality and all works in line with Client and Company HSE and QA policy & procedures.
* Ensure the efficient and safe operation of all material handling equipment.
* Ensure all necessary records and reports in a timely delivery to meet client schedule and deadlines.
* Build up a portfolio of approved suppliers, new reliable sources from the market and planning to increase the bottom line profit.
* Vendor development at global and local level, Alternative vendor development, indigenous vendor development etc.

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| **BHARTI Builders** |

* Controlling the site daily utility resources.
* Maintain proper record of all site resources
* Reporting Senior Project Manager on various project related issues.
* Preparation of all kinds of supplier and sub contractors enquiries and obtain quote in time.
* Tabulation of bids to suite project allowance.
* Preparation of sub contractor / supply agreements.

**Academic Qualifications:**

Graduate Programme in Quantity Surveying from NICMAR University Pune (INDIA).

**Bachelor of Science** from Osmania University (INDIA).

**Technical Skills**

Have excellent knowledge in the use of MS Office (Word / Excel / PowerPoint), Internet / Email //Outlook and other applications.

Ability to Work on any type of Package.

**Software**:ACONEX – Document Management Software

**Operating Systems:**MS – Windows XP, Professional, 2000, Vista, 7

**Training / Seminars attended:**

Health and Safety Training:- Construction Industrial Training BoardUK