Mary

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# Objective

Corporate procurement professional with 10 years of experience in the high-end real estate company. Highly skilled at performing due diligence on potential suppliers around the globe, negotiating with vendors and minimizing costs.

# Education

## Certification in Procurement

## CPP: Certified Purchasing Professional

## CPPM: Certified Purchasing Professional Manager

## Qualifications

* BE: Bachelor in Engineering (Electronics & Telecom)
* MBA: Master in Business Administration (Finance)
* Diploma in finance Management
* Diploma in Personnel Management
* Diploma in Production Management
* Diploma in Business Administration
* Diploma in Sales and Marketing Management

# Key Area Skills

## Material Management

* Procurement of all kinds of materials (Civil, Electrical, Mechanical, Water feature, HVAC , Furniture )

## Supply chain

* Handling independent the entire process of supply chain for local and international purchases

## Purchase order

* Worked on Purchase order using oracle system 11i

##  Cost Estimation

* Estimating cost for materials that would be used for any project prior to budgeting.

**Total year of experience**: 10yrs

# Experience

## Procurement Executive | Mabanee Real Estate Company | July 2011 till Present (Can Join IMMEDIately)

**Responsibilities**

* Estimating cost of materials for any project requirement
* Responsibilities of Procurement based on oracle System 11-i.
* Technical Evaluation of Bids.
* Procurement of all kind of materials, Physical Inspection, Maintaining Minimum & Maximum Level of Critical & Fast-Moving Items, Maintaining All Procurement Documents.
* Reconciliation of material with Oracle System & Manual. Stock Verification.
* Analysis of Vendor Performance & Price Variance.
* Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
* Material Management. Planning for daily consumable materials for next one month. Making the comparative statement of different vendors and obtaining management approval.
* Ensure the quality & quantity of material purchased through site / stores inspection.
* Creating various reports as required by Management.
* Preparing Payment request to process the invoices ones the materials are delivered.

## Procurement Engineer |GROUP 4 | APRIL 2008 – June 2011

* Purchasing of all Materials related to projects based on project requirements.
* Preparing RFQ's and forwarding it to relevant suppliers/agents to obtain Quotations.
* Liaison with suppliers and follow-up for timely receipt of materials.

## Procurement Co-ordinator |M H ALSHAYA | Jan 2005 – March 2008

* Purchasing of IT related Materials.
* Worked in oracle based system
* Preparing RFQ's and forwarding it to relevant suppliers /agents to obtain Quotations and preparing Purchase Order.
* Liaison with suppliers and follow-up for timely receipt of materials.
* Maintaining records/database of various categories of approved suppliers.

# Personal Details

**Date of Birth: 4th Jan 1976**

**Languages Known: English, Hindi, and Malayalam**

**Married: Yes**

**Kuwait Driving License: Yes**