Sunith

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##### Personal Profile

A graduate with strong communication and organisational skills coupled with good experience in **procurements & logistics.** My key strength is positive proactive approach towards work. Honesty, commitment and dedication are my contributions towards organization.

##### Objective

To obtain a challenging position in **Procurements/Logistics** in a professionally managed organization that would give me an opportunity to effectively utilize my abilities for continuous value addition and to grow with the organization.

**Educational Qualification**

* Diploma in Practical Accounts from Sterling Institute of Management studies, Mumbai in 2002.
* Diploma in Computerized Accounts from Sterling Institute of Management studies, Mumbai in 2002.
* Diploma in Computer Science from Datapro, (Calicut), Kerala in 1996.
* Bachelor of Science (Mathematics), Calicut University, Kerala in 1994 (Course completed).

**Computer Skills**

* Excellent exposure to ‘Microsoft Office’ and well versed with ‘Outlook Express’.
* “E.P.F.S”, a package for maintaining provident fund of staff developed by Aptech.
* Office Automation package “Adm. Manager” developed by Micro Bit Associates.
* “Tally 5.4” and accounts package “Vision” developed by Micro Bit Associates.

**Work Experience**

Company: **M/s. Saudi Oger Ltd,** King Khaled International Airport (KKIA) Project, P.O. Box 12702, Riyadh – 11483, Kingdom of Saudi Arabia.

Duration: From May 2007 to July 2012.

Designation: **Buyer** in the Procurement Department and **Material Supervisor** in the Logistics Department of KKIA Warehouse.

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**My duties and responsibilities in Procurement Department:**

* Sourcing quotations from reliable vendors (Supplier/Sole agent/other source) as per Purchase Requisition, and to obtain approval from General Authority of Civil Aviation on price & for the right material as per KKIA standard on the basis of prevailing market.
* Expedite award of Purchase Requisition through Saudi Oger Ltd. and follow up delivery of materials as per on Purchase Orders already awarded and overdue deliveries.
* Supervising and ensuring delivery of the right materials to the Airport warehouse.
* Assist / coordinate with the Finance Department for emergency and urgent matters.
* Check and verify documentation for Service Contract for the equipment’s and rebuilt of spare parts.
* Work in 24 hours emergency call out, to coordinate with the vendors / supplier to deliver the materials in emergency requirements to the KKLOG, and to carry out the emergency work within time limit.
* Work closely with end-users and vendors specifically for those materials which require technical and special evaluation. This includes the daily discussions to accept, reject, substitutes, or modify material requirement as requested by end-users.
* Coordinate with representatives of King Khaled International Airport for timely purchase and delivery of materials.
* Procurement Product Portfolio: General Equipment’s & Spares, Communication Equipment’s & Spares, Fire protection system and Spares, Conveyor, Escalators Spare parts, Cable & Wires, Construction Steel, Building Supplies, Metal & Plastic Pipe Fittings, Valve Meters & Spares, Office Furniture etc.
* Familiar with the General Authority of Civil Aviation (KSA)’s software “Logistics Information System”.

**My duties and responsibilities in Logistics Department:**

* In charge of the monthly re-order reports to cover up all material requirements of the End-user.
* Oversee correspondence and documents covering work order and supply request requirements.
* Counts above 1000 line items, continuous follow – up of materials, technical evaluation with the end-user, logistics and QA, in addition to expediting materials delivery with the vendors and coordinating with the warehouse.
* Assist / coordinate in monitoring materials usage and stock replenishment to ensure enough materials are in stock to satisfy material requirements of King Khaled International Airport.
* Responsible for getting approval for substitute materials from end-users and from the International Airport Project side.
* Coordinate and follow up with Logistics Department for printing the Material Receiving Reports (MRR) for all delivered materials.

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Achievement: As an Enthusiastic, self-motivated and ability to work in a dynamic environment with adaptability to various tasks and functions, posted as Secretary to Divisional Manager, Head Office, Saudi Oger Ltd., Riyadh, Kingdom of Saudi Arabia in 2009.

Company: **M/s. Gujarat Research Society**

 [Units – Bloomingdales Play School, Dr. Madhuri Shah Nursery & K. G. School, Jasudben M. L. School (Primary & Secondary section up to XII - I.S.C.), Hansraj Jeevandas College of Education (B.Ed. College)] Khar (West), Mumbai, India.

Duration: From November 1997 to April 2007.

Designation: E D P In-charge / Accounts Assistant.

Job profile: - Developing small packages as per department requirement and looking after maintenance and servicing of software and computer of all units of the Society.

 - Keeping track of outstanding reports and sending reminders.

 - Tallying Fee Register, Bank Book, Cash Book, Petty Cash Book.

 - Updating Salary Register, Pending Bill Register, Bank Reconciliation Statements.

 - In-charge of jobs related to bank and back office work.

 - Collecting and updating tuition, term, medical, service and supply, deposits, computer, bus and canteen fees.

Achievement: Posted as Conference Secretary of World Education Fellowship, International Conference held at Gujarat Research Society, Mumbai, India in 2004. My job profile included looking after all administrative works, receiving/sending e-mails, keeping track of pre-registration forms, registration fees, and follow-up work.

Company: **Cotton Textiles Export Promotion Council (TEXPROCIL), Mumbai**

Duration: September 1996 to November 1997.

Designation: Computer Operator.

Job profile: - Job involved updating export register, quota register and petty cash register calculation verification using database management software FoxPro.

**Project**

* Successfully implemented Video Library Package for Sunsat Video Cassette Library, Thiruvanthapuram, Kerala in FoxPro in 1996.

**Personal Information**

Date of birth : 1 February 1974

Marital Status : Married

Languages Known : English, Hindi and Malayalam.

Visa Status : Residence Visa

**References**

Can be provided upon request.