**Sankar**



Email:

[242737@gulfjobseekers.com](mailto:242737@gulfjobseekers.com)

**Career Summary**

More than 12 years of experience in various aspects of procuring materials for interior finishes and construction materials ( interior ceilings, Flooring, Wall finish, Civil Works, Waterproofing, Screed, Doors & Hardware, Lighting, Switches & Sockets, Bathroom fittings, Sanitary Accessories, Metal Works, Joinery, Glazing, painting , Specialist trades and building materials) from national and international markets.

Expertise in developing local vendors, reducing the cost of procurement of material.

I have strong leadership and analytical skills in purchasing. I also have good persuasion and communication skills needed for dealing with suppliers and vendors.

Having hands on experience with centralised procurement to handle multiple projects on time.

**Skills**

* Interpersonal Communication Skills
* Vendor Sourcing
* Price Analysis & Negotiation Skills
* Professional Attitude
* Import & Export Rules
* Computer Skills
* Record Keeping & Report Writing Skills
* Freight and Transportation Operations

**Work Experience**

***Procurement Executive: March 2007 – Present, Depa Interiors LLC, Dubai, UAE***

***Duties and Responsibilities:***

* Gather all the quantities, BOQ’s, specifications and drawings for materials & subcontract works that are needed for the Project.
* Sending RFQ’s (Request for Quotations) to all approved Suppliers & Subcontractors.
* Negotiate with approved suppliers & subcontractors regarding discounts, delivery terms and payment terms which will benefit the company
* Manage suppliers to meet objectives related to cost, delivery performance, schedule and quality.
* Follow client standards and procedures for inspection, documentation requirements, delivery requirements, etc.
* Comparing prices, specifications and delivery dates to determine the best bid among potential suppliers.
* Generating reports for the Purchase requisitions, RFQ’s and PO’s.
* Generating vendor database for the materials and services.
* Investigates potential suppliers and recommends those most desirable.
* Vendor evaluation and vendor registration
* Evaluation of material tenders/ purchase requisitions and coordinating for placement of Purchase Orders.
* Preparing purchase orders, responding to customer and supplier inquiries, reviewing requisition orders to verify accuracy, specifications and terminology.
* Prepare, maintain and review purchasing files, track the status of requisitions, contracts and orders, locate suppliers, approve bills for payment, calculate the cost of orders, charge or forward invoices to the appropriate accounts, and monitor in-house inventory transfer forms for bookkeeping records.
* Consults with engineering personnel to establish performance criteria and specifications for manufacturing and testing.
* Arranges and participates in conferences between suppliers and engineers, purchasers, inspectors, and other company personnel to facilitate material inspection, substitution, standardization, rework, salvage, utilization.

**Project Handled**

* Opera House – Dubai, Value of project: AED 36Million
* Kempinski – Emerald Palace Hotel – Palm Jumeirah, Dubai, Value of project: AED 110 Million
* Madinat Jumeirah Resort – Dubai, Value of project: AED 37 Million
* Novotel Hotel @ DWTC – Refurbishment works – Dubai, Value of project: AED 36 Million
* Intercontinental Hotel , Luanda – Angola, Value of project:AED 150 Million
* Mumbai International Airport Project (for Lindnerdepa) – Mumbai, India, Acoustical Metal ceilings – Supply & Installation. Value of project: AED 72 Million
* New Doha International Airport Project ( for Lindnerdepa)– Doha, Qatar, CP77 – Passenger Terminal Complex – Lounges, Value of project: QR 900 Million
* Dubai Metro Red line Stations Main Arrangement Works (for Lindnerdepa), Value of project: AED 650 Million
* Dubai Metro Green line Stations Main Arrangement Works (for Lindnerdepa), Value of project: AED 250 Million
* Shore line Apartments in Palm Jumeirah, Value of project: AED 320 Million
* Tiara Residences in Palm Jumeirah, Value of project: AED 110 Million

***Purchase cum store coordinator: January 2003 - February 2007 Popular constructions, Chennai, India***

***Responsibilities***

* Managed material requisitions
* Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
* Co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
* Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
* Plan and manage inventory levels of materials.
* Source for new suppliers or sub-contractors when the need arises.
* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.
* Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

**Project Handled**

* Bharathiyar Engineering college, Karaikal, Pondicherry, India
* Rosewood Gents Hostel, Bharathiyar college, Karaikal, Pondichery, India
* Mahatma Ghandi Engineering college, Pondicherry, India

**Education**

* Bharathidasan University, Trichy – India. Master of Science in Physics - (May 2001).
* Bharathidasan University, Trichy – India. Post Graduate Diploma in Computer Applications – (April -2002)

**Personal Details**

Nationality - Indian

Date of Birth - 20th June 1979

Marital Status - Married

No. of dependants - 2

Driving License - UAE (Light Vehicle Automatic)

Visa Status - UAE Residence Visa valid upto 27th March 2017 / non-transferable

Languages Known - English, Tamil & Malayalam