Dear **Sir,**

 I am a dynamic and creative professional with 9 years of impressive track record in spearheading major initiatives in strategic procurement, International Sourcing, Capex/Services sourcing, Indirect procurement, Negotiation, Logistics Planning, Supply Chain Planning / Management, Contracts Management, Stakeholder Management, Forecasting, Inventory Control, Ware House management and Project Management, with proficiency in Vendor, Material and Risk Management. I am seeking a challenging position to facilitate development and implementation of strategies targeting peak performance and company growth, while maintaining firm focus on assured bottom line gains.

As my CV demonstrates, my proven track record serving as an interface between business/project needs and procurement functions has allowed me to spearhead strategic and international sourcing, in addition to driving excellence in 3PL and 4PL in a six sigma manner for unprecedented organization and control of acquisition/logistics activities. My experience serving as a Procurement/Supply Chain Professional has embedded in me a strong understanding of directing day-to-day operations including identification of resource specifications, material selection, evaluating quotations, warehouse management, meanwhile maintaining close professional ties with clients, subcontractors and project managers to confirm fulfillment of buying objectives and contractual commitments. I have proven myself highly adept at Department Administration, with fluency in coordination of material acquisitions to drive cost effective and timely materials sourcing, alongside the development of technical submittals, operations/maintenance manuals, financial estimates for tenders/projects, and project reports/correspondence with an emphasis on reliable cost data. Furthermore, my proficiency in leading negotiations to secure best value in terms of material feasibility, quality, delivery and service levels, and management of fleet operations comprising of movement coordination, maintenance and reporting allow me to seamlessly execute department workflow- a concrete proof of my ability to shape all challenges into significant achievements.

What deserves a special mention is my academic background as an MBA in International Business Studies alongside outstanding professional development exposure as a Certified Purchasing Professional from APS-USA, Project Management Professional, Certified Logistics & Supply Chain Manager, Certified Six Sigma Green Belt Professional, Certified Lean Management Professional to just name a few of my strengths.

My attached CV details my experience. I look forward to the opportunity to meet with you in person to discuss my qualifications further.

**Best Regards;**

|  |
| --- |
| **Objective** |

A dynamic and creative professional with 9+ years of expertise in a broad suite of operations including Procurement, International Sourcing, Logistics Planning, Supply Chain Management , inventory Control, Ware House Management, Contracts Management and Project Coordination, with proficiency in Financial Analysis, Process Improvement and Cost Control initiatives; seeking a challenging position to facilitate development and implementation of strategies targeting peak performance and organizational growth, while maintaining firm focus on assured bottom line gains

|  |
| --- |
| **Key Skills** |

# Supply Chain Management, Project Management/Coordination, 3PL & 4PL Operations, Procurement, International Sourcing

# Supply Chain Planning, Demand Forecasting, Inbound and Outbound Logistics, Dangerous Goods Handling

# Capex/Services sourcing, Inventory Control, ware House Management, Stakeholder Management

# Vendor Selection, Supplier Sourcing, Contract Documentation, Product Quality/Delivery Controls, Contract Management, Invoicing, Fleet Management, ERP/SAP/Maximo/Oracle and AX Operations

# Operations Management, Process Improvement Optimization, Data/ Business/ Financial/ Economic Analysis, Indirect Procurement

# Client Relationship Management, Supplier/Subcontractor Networking, Department Administration

# Budget Management, Cost Controls, Proposal Evaluation, Negotiations, conflict resolution/management skills

# HR Co-ordination, Operational Leadership, Risk Management, Market Research, E-Procurement

# Team Building, Communication, Decision Making, Management Reporting, communication and Interpersonal skills

|  |
| --- |
| **Professional Experience** |

**AECB - Ministry of Finance United Arab Emirates Sep 2014 – July 2015**

**Team Leader – Purchasing and Contracts**

*AECB (Al Etihad Credit Bureau) – A Federal Government Company established by Ministry of Finance.*

**Key Responsibilities:**

•Supervision of Purchasing, Contracts and Administration department staffs.

•Research and make recommendations to management regarding opportunities to reduce costs, inventory level optimisation, shortening lead time and enhancing team work efficiency

•Co-ordinate the development of the departments’ guidelines, policies and procedures and ensure its implementation and compliance

•Develop and implement a performance measurement system in order to measure the Procurement organisation’s performance

 •Participates in the development and execution of Annual Procurement Plan.

•Lead the development of an overall governance framework for the Supplier Management process

• Maintains contracts with vendors; review inventory; initiate and keep track of orders; receive, inspect and distribute orders.

• Fills out damage claims and return orders; keep daily records; and work with accounts payable to pay vendors

• Makes recommendations concerning major purchase agreements for materials, capital equipment, supplies, contract services and contractual decisions in all major/minor purchases and contracts.

• Assists staff with preparing for Requests for Proposals (RFPs)and contract awards.

•Selection of Suitable Suppliers prior to Tendering

•Organize “Sealed Bid” Openings in line with Company Procedures

•Preparation of Commercial and Technical Bid Evaluations

•Negotiation of all Commercial issues with Successful Suppliers

•Maintain an Auditable File of all relevant Purchasing Documents for each Purchase Order

• Reviews Requests for Proposals (RFPs) for content and completeness, making sure contracting rules and procedures are followed before public viewing.

•Creates and monitor Purchase Orders (POs); maintain inventory and pull orders for Internal Office Supplies as per company policy.

•Tracks contract status and initiates amendments when necessary

• Responsible for purchase order discrepancy (POD) resolutions related to price or quantity; review PO to verify accuracy and specifications; may interact with Product Line Management, Accounting, plants or suppliers for resolution.

•Maintains database for departmental inventories

•Leading day-to-day procurement activities for Abu Dhabi and Dubai offices

•Handling of logistics activities

•Managing all Administration Activities

•Preparation of Procurement dashboard and Reports like tender evaluation etc.

•Responsible for managing stationery, pantry & stores

•Preparing of RFQ, RFP, Purchase Orders

•Preparing and issue of Tender Documents

•Develop reporting tools/methods to monitor vendor performance against KPIs

• Develop purchasing forecast.

• Administered advice to attain consistent strengthening of cost control, procurement, delivery procedures and office management system structure.

•Promoting best practice across the company

•Involved in selling off excess, damaged and inventory and stock

• Establishing effective operating policies, lean initiatives and processes

Special Projects Handled: (1) Operating Process and Procedure Manual (2) Fixed Asset Register (3) ERP Implementation

**JGB International Group, Abu Dhabi, United Arab Emirates May 2012 – Aug 2014**

**Procurement & Supply Chain Leader**

*JGB International Group (JGB), specializes in the supply of industrial products in Oilfield, Water and other industrial segments having representation from internationally reputed manufacturers.*

**Highlight:**
• 2014: Selected Employee of the Year and received Certificate of Appreciation due to unprecedented contributions towards company success and growth.

**Key Responsibilities:**•Leading day-to-day procurement operations and logistics activities to target business sustainability; identifying resource specifications, and spearheading scheduling and ordering functions to facilitate delivery.

•Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance
• Liaising with merchandise planners, buyers and internal networks to maintain a strong logistics support and operational framework for precise coordination of stock logistics.

• Trains operational Team Members in SCM processes and initiatives to increase awareness and compliance.

•International & Local Sourcing of MEP Materials and Services
•Sourcing and rate negotiation of material locally and worldwide with proper incomer's, delivery time and quality
•Managing supplier performance (monthly, quarterly, half yearly, annual).

•Monitors the performance of core service providers
•implementing technologies, processes, policies, and procedures to support the purchasing process (Supplier Relationship Management)
•Assisting in tender agreements, providing quality information pertaining to bids.

•Directing the Development and implementation of key procurement Strategies / contingency plans and ensuring that strategies and plans are aligned with organizational objectives
•Sourcing of Furniture's, Vehicles, Security and Cleaning Services, IT Equipments/Fixtures

•Preparations of Tenders/Quotations/Pricing

•Ensure and participate with end user in the technical and financial analysis

• Continuous improvement on reliability and service

•3PL - 4PL Operations and delivery monitoring on critical items
•Negotiating contracts to reduce costs and achieve maximum efficiency
• Developing reports on procurement ,usage of material and commercial review of projects for top management.

• Effective management of vendor database

• ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc

• Collaborating with the procurement and planning teams to facilitate timely material replenishment; documenting supply chain workflows and cycle times, and developing contingency plans for core goods.
• Maintaining knowledge of KPIs to assess process effectiveness, inventory adequacy, product quality, and cost savings to drive improved team and 3PL service provider performance to meet contract requirements.
• Managing/Controlling Inventory and ware house management

• Tracked all monthly expenses, expense statements and handling of petty cash to ensure smooth flow of operations.
•category strategy development and strategic sourcing of indirect services
• Requesting quotations to match production forecasts/changes; negotiating procurement quality, pricing, delivery and service level agreements with suppliers/sub-contractors while nurturing long term ties.
• Issuing LOIs after supplier's quotation comparisons to gain approval for submittal; developing goods received and material return notes detailing changes in order size, shipping and cube optimization combinations.
• Reviewing and approving purchasing requests from site/central store; handling fleet management systems to secure coordination of expedited and other logistics traffic to meet delivery obligations.

•Setting up the weekly, monthly, quarterly procurement plan

•Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.

• Responsible for all of the dispatching, routing, and tracking of delivery vehicles.

• Liaison with finance department for timely payment of bills.

• Managing domestic/international material selection and procurements for projects; preparing project reports for review by owners, consultants and contractors to facilitate performance measurement and cost identification.
• Verifying and matching all invoices to secure fulfillment of buying objectives; communicating with clients to drive efficient payment collections to safeguard working capital requirements.
• Coordinating purchase administration and project execution with subcontractors, project team and project managers to prioritize optimized resource allocation, budget usage, and attentive transparency of transactions.

* Serve as the point of contact for customers on contractual matters. Act as contractual “middleman” between company employees and customers, ensuring timely review and approval / reconciliation of variations.
* Oversee Service Level Agreement Compliance/provision of services
* Ensure contract close-out, extension or renewal.

Special Projects Handled: (1) Fixed Asset Register (2) Vendor Database/Management

**Elenco Emirates Group, United Arab Emirates January 2009 - April 2012**

**Procurement Leader**

*Pioneers in performing MEP works for various All Abu Dhabi Police Project, Civil Defence Building,ESNAD, ADCO, Al Ain University, Fathima Mohd Abbas, Abu Dhabi Aviation, OMMAMA SCHOOL & Workers Village Projects in the UAE.*

**Highlight:**
• 2011: Selected Employee of the Year and received Certificate of Appreciation due to unprecedented contributions towards company success and growth.

**Key Responsibilities:**•Leading day-to-day procurement operations and logistics activities to target business sustainability; identifying resource specifications, and spearheading scheduling and ordering functions to facilitate delivery.

•Continuously monitoring, evaluating and improving supplier performance.

•Controlling the purchasing budget.

•Ensuring the adequate supply of all required materials, components and equipment

•Developing sourcing strategies

•Managing commodity cost initiatives
•Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
•Continuously monitoring, evaluating and improving supplier performance.
•Sourcing and rate negotiation of material locally and worldwide with proper incomer's, delivery time and quality
•Managing supplier performance (monthly, quarterly, half yearly, annual).
•Analyzing contracts for effectiveness, identifying areas of weakness and implementing improvements to increase margins
•Controlling the purchasing budge.
•Monitoring delivery of critical items to ensure they are on time.
•Promoting best practice across the company.
•Involved in selling off excess, damaged and inventory and stock.
•Assisting in tender agreements, providing quality information pertaining to bids and directs the bids for approval.

•Handling Pre-Contracts and Post Contracts Operations.
• Coordinated the comprehensive range of purchase administration and material procurement functions to support Sub Contractors, Project Team and Project Managers in material submittals and acquisition objectives.
• Maintained a robust network of suppliers and subcontractors to drive cost effective and timely material sourcing; requested suppliers for estimates and relevant information to match operational requirements.
• Developed technical submittals, operations and maintenance manuals; prepared estimates for tenders/projects, in addition to GRN and material return notes to confirm optimized resource consumption.
• Prepared and processed orders to accomplish purchasing productivity goals; collected and approved purchase requests from sites/ central stores, and updated supplier invoice entry in Purchase Management System Software.
• Negotiated with suppliers/subcontractors to attain best value in terms of feasibility, quality, delivery and service levels; issued LOIs (based on 3 supplier’s quotation comparison) targeting cash position fortification.

•Efficiently managing a team of drivers and vehicles for the smooth flow of department activities.
• Tracked all monthly expenses, checked invoices, forwarded expense statements, and prepared project reports/correspondence for use by clients, consultants and main contractor with emphasis on reliable cost data.
• Spearheaded department administration including monthly invoicing, letters/memos for main contractor/consultants; oversaw the fleet operations including movement coordination, maintenance and reporting.

**Elenco Emirates Group, United Arab Emirates June 2008 - December 2008**

**Procurement Officer**

**Key Responsibilities:**

•Managed procurement processes
•Preparation/arrangement of Material submittals and pre-qualifications documentations
•Prepared RFQ, RFPs, SLA, tenders and purchase orders
•Timely delivery of materials to project site
•Ensured maintenance of procurement data
• Implemented and maintained policy and procedure documentation
•Developed and updated procurement and lease-related materials.

•Assessed comprehensive list of suppliers and innovated negotiation strategy.
•Coordinated with field offices and outlined bid evaluation forms

Special Projects Handled: (1) ERP Implementation

**RR Builders, India, July 2005 - May 2008**

**Buyer (Part-Time)**

**Key Responsibilities:**• Assisted with the material procurement, tenders and quotations management with emphasis on continual cost savings, risk mitigation and optimized resource allocation.

• Facilitated quote process from qualified vendors to cut costs thru competitive purchasing techniques

• Issued service repair orders and RTV notifications (return to vendor) to maintain clients
machinery in the field.

•Ensured on-time delivery of purchased items from domestic and international suppliers by regular contact while maintaining positive vendor relations.

•Efficiently updated and monitored supplier purchase orders and purchasing information schedules as to maintain accurate records.

• Coordinated meetings and teleconferences between vendors, management/internal departments to resolve product quality, capacity, specification and delivery issues in a diplomatic manner; met informally with vendor representatives to negotiate and improve standards of quality, delivery and customer service.

•Performed effective administrative functions of filing purchase orders/support documentation, faxing, and scanning to maintain accurate records

**Other Professional Experience:**• Jan 2009- August 2014: Chapter Secretary & Board of Governor (Volunteer Position; American Society of Heating, Refrigeration & Air Conditioning Engineers Society (ASHRAE Falcon Chapter- UAE)

**Key Responsibilities:**• Leading as a Secretary for the Business side of all chapter meetings, and meetings of the Board of Governors; managing all chapter assets and property inclusive of charter, bylaws, banners, projectors etc.
• Keeping updated member information including addresses and attendance records; recording minutes, committee reports and correspondence for Chapter President, and reporting chapter activities to Nominating Committee.
• Ensuring that Regional Chairs receive copy of chapter correspondence; disseminating separate minutes of the chapter meeting, Board of Governors meeting to the regional chair, and the regional Vice Chair of Chapter Technology Transfer.
• Maintaining transmittal letters received by the treasurers alongside remittances; updating cash ledgers, accounting records, and expense reports, in addition to requesting approval for funds disbursement.
• Organizing and raising awareness of upcoming seminars and events; managing documentation of all chapter activities, preparing and distributing meeting notices, and supply acquisition/delivery as requested.
• Liaising with officers, nominated candidates and committee members for prompt notifications of selection, nomination or appointments; maintaining listings of existing/prospective members for use by Membership Promotion Committee.

|  |
| --- |
| **Education** |

**Kannur University, Abu Dhabi, UAE December 2012
Master's degree, MBA- International Business Studies**

**Kannur University, Abu Dhabi, UAE December 2009**

Bachelor's Degree in Faculty of Commerce

**Government of Kerala, India March 2006**

Higher Secondary Education

**Government of Kerala, India March 2004**

Secondary Education

**Professional Certifications to Credit:**

•2014: **Certified Six Sigma Green Belt Professional (SSGB)**; International Quality Federation (IQF), US
• 2014: **Diploma in Procurement and Supply Chain\*\* from CIPS**; Charted Institute of Purchasing and Supply,UK

• 2014: **Certified Logistics & Supply Chain Management Professional (CLSCMP);** American Institute of Management Studies, US

• 2013: **Certified Purchasing Professional (CPP)**; American Purchasing Society, US
• 2013: **Certified International Purchasing Consultant (CIPC)**; International Purchasing and Supply Chain Management Institute, US
• 2013: **Certified International Commercial Contracts Manager (CICCM)** from IPSCMI, US
• 2013: **Contracts Management Training**; Blue Ocean, UAE

• 2013: **Certified Professional in Lean Management (CLMP)** from MISP, UAE
• 2013: **Professional Project Management Program (PMP**); Cambridge Education, UAE

**Conference and Seminars Participation/Acknowledgement:**• 2012: Certificate of Appreciation by ASHRAE
• 2011: Certificate of Appreciation-ASHRAE Regional Conference
• 2011: Certificate of Attendance - ASHRAE Regional Conference
• 2011: Certificate of Attendance in Terrain Above Ground Drainage System Seminar; Poly Pipe Gulf

**Memberships:**

* Member/Student of International Quality Federation (IQF-US), Since January 2014
* Member/Student of American Purchasing Society (APS-US), since January 2013
* Member/Student of Charted Institute of Purchasing and Supply (CIPS-UK), January 2013
* Member, Chapter Secretary & Board of Governor of ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers Society), since Jan 2009

|  |
| --- |
| **Personal Information** |

Dubai, United Arab Emirates

* Gender: Male
* DOB: 31-Jan-1989
* Nationality: India
* Languages: English, Malayalam, Hindi, Tamil,

 Arabic (Beginner)



**Gulfjobseeker.com CV No:** **1462758**