**PROCUREMENT MANAGER**

**ENTHUSIAST │MOTIVATOR│MULTI-TASKER│LEADER**

***O***

***ver 9 years of diverse professional experience in the field of finance and purchase. Ability to work well in a fast disciplinary and dynamic multi-cultural environment. Quick at grasping new ideas and concepts and developing practical solutions to issues at hand*.**

**Strategic Planning & Coordinating :** Effectively prioritizing multiple tasks and assignments in a fast paced work environment to meet departmental and company objectives

***VALUES OFFERED***

• Accounts Payable

• Accounts Receivable

• Contribution Analysis

• Variance

• Financial Statement Analysis

• Procurement Management

• Materials Management

• Vendor Sourcing & Analysis

• Logistics Management

• Contract Negotiations

• Cost Containment

• Business Development

**Interpersonal Communication :** Successful in building strong relationships with key clients

**Decision Making :** Considered as fast decision maker evident in the development and implementation of new policies and procedures

**Team Player :** A solid reputation as a competent team member who is always ready to travel that extra mile to achieve results

**Analytical :** Analysed and implemented measures to reduce unwanted costs and entries

***Other Skills :***

Negotiation │ Presentation │ Time Management │ Managerial

PROFESSIONAL EXPERIENCE

**BUSINESS DEVELOPMENT & PURCHASE OFFICER, 2014 - Present**

**ARABIAN AGENCY, Salalah, Sultanate of Oman**

Ship Chandling, Imports & Exports, Logistics and Warehousing│$ 70,000 Turnover│25 Employees

***Fully responsible for developing the Ship Chandling division planning, controlling and directing all purchasing, logistics and inventory activities***

**Procurement Manager**

**(Reporting to General Manager)**

**Achievements:**

* **Promoted as Procurement Manager** for handling all the company purchases
* **Drafted a purchase manual** and implemented and streamlined the procedures to outline the various procurement processes
* **Implemented Purchase agreements and supplier alliances,** resulting in approx. $3,000/= to $4,000/= material cost saving within the first 2 quarters and subsequent annual savings of approx. $9,000/=

**Responsibilities :**

* **Implement procurement strategies** and policies
* **Techno-commercial evaluation** of items prescribed
* **Accountable for entire gamut of material purchase activities** of the division. This includes purchase forecast and planning, Vendor development, Vendor evaluation, etc
* **Spearhead efforts across developing liaisons** with alternative suppliers, both domestic and international, through market research to derive substantial economy in procurement of MEP materials, consumables and provisions.
* **Ensure all consignments and services purchased** confine to the company standards and specifications
* **Inspect all supplies, provisions and equipments** purchased to ensure conformance with specifications
* **Prepare LPO’s and other documents** & maintain quality records as per ISO standards
* **Investigate opportunities with the current or new suppliers** for competitive prices on an ongoing basis
* **Responsible for arranging annual contracts** with suppliers to establish set prices and availability
* **Prepare monthly reports** for purchase and stock controls
* **Daily/weekly tracking spreadsheet** of all consignments
* **Handle customer returns** and any issues involved with lead time

**Business Development Manager**

**(Reporting to General Manager)**

**Achievements:**

* **Distinguished for developing a multi-faceted ship chandling division** as a new line of business in the shipping agency and established various reforms to match the business giants in the region
* **Identified, developed and devised strategies and tools** to commence various services in the industry
* **Successfully developed, launched and operated** a new website suitable for the business in hand
* **Faced aggressive competition in the market** and secured long term business deals and contracts
* **Researched and implemented control procedures** to reduce damage of consignments and demurrages by 99.99%
* **Trained subordinates** for warehouse and logistics operations

**Responsibilities :**

* **Execute responsibilities of the company** with respect to the Company standards and the Oman Company law and labor Law
* **Export & Import monitoring** planning and development
* **Analyze different distribution channels** and discover and develop new international customers such as shipping companies and agencies
* **Plan and implement marketing strategies** such as advertisements and public relations

***Logistics***

* **Identified, developed and negotiated long term contracts** with 3PL upon an agreed tariff based on different routes for inbound and outbound consignments including air bound operations at the best freight charges possible
* **Engaged outside contractors** to supplement in-house container movements at the best negotiated rates
* **Source the best quote** for overseas freight charges
* **Respond to all customer complaints** or queries in an efficient manner
* **Visiting key clients to build relationships** and identify their key needs
* **Monitoring and tracking the flow of goods** into the respective warehouses

***Warehouse***

* **Responsible for handling all kinds of stores** that includes food items and MEP materials (Provision, Engine stores, Deck stores, Electrical stores, etc,.)
* **Monitor, maintain and forecast inventory levels** retaining 30% stocks on hold while replenishing. Stocks included provisions and MEP materials required by the anchoring ships
* **Arrange warehouse for clients** for goods imported and prepare contracts and other valid documents
* **Integrated customers with manufacturing industries** to provide warehousing facilities for short periods based on contracts at 15% to 20% commission of the total rent

**ACCOUNTANT, 2010 – 2014**

**OMANI VEGETABLE OILS & DERIVATIVES CO. LLC, Salalah, Sultanate of Oman**

Oil Refining, Bottling & Marketing│8 Branches│3 Countries│$6.2 m Turnover│350+ Employees

***Spearheaded all accounting operations ringed in a team of 5 under the supervision of the Finance Manager***

**Accountant**

**(Reporting to the Finance Manager)**

**Achievements:**

* **Monitored and reported the Daily Funds flow position** which enabled forecasting of any bank transfers against LC amount of approx $2.5 to $3m and advised the financial status of the company and made recommendations for streamlining costs and optimizing revenue collection
* **Initiated and coordinated in the installation of ERP** for finance department and provided any report relevant for the ERP team

**Responsibilities:**

* **Prepared the monthly profit and loss statements and Balance sheet** based on the IAS standards and guidance of Finance Manager
* **Compiled and analyzed financial information** to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* **Initiated the monthly monitoring, scrutiny, analysis and Updation** of whole sales, accounts and contribution of two branches on a monthly basis enabling to identify the profit volume and calculation of cost effective break-even for the management
* **Monitored, prepared and reviewed the following reports** :
* Bank Reconciliation Statements
* Weekly Debtors Collection and Ageing Report
* Creditors Ageing And payments fortnightly
* Monthly Payroll and salary report
* **Scrutinized the books of accounts** and identified any unwanted entries and left out entries on a monthly basis enabling an updated and accurate P&L statement
* **Prepared import and export LC Documents** for submission with the concerned banks
* **Estimated the monthly stock valuation for month end P&L** and succeeded in identifying the variances of cost centres with the monthly budget and previous year P&L and profit volume

**Branch In-Charge**

**(On deputation for 2 months every year)**

**Responsibilities:**

* **Monitored, directed and managed a team of 3** to carry out the daily operations in the warehouse simultaneously enhancing maximum labor efficiency and eliminating external labor cost and unwanted man-hours
* **Planned, formulated and channelized the sales deliveries** thereby avoiding any untimely deliveries and reduced complaints
* **Updated and reported the daily sales and accounts**

**Purchase In-Charge**

**(On deputation for 5 months)**

**Achievements :**

* **Discovered, Located, developed and sourced alternative vendors of label and carton manufacturers** and thus provided a solution of procuring from a sole supplier and thereby accelerating the production and saving 70% on time
* **Identified, developed, negotiated and drafted a 5 year agreement** for procurement of crude and refined sunflower oil from China and Ukraine thus resulting in a cumulative saving of $3000 per purchase

**Responsibilities:**

* **Responsible for integrated Supply chains** – Demand and Supply Planning, Procurement, Logistics Partnerships, Inventory Management and Warehouse Management.
* **Developed and managed sourcing strategies** of materials, equipments and supplies from Asian and MENA regions for procurement of economical and standardized products.
* **Sourced crude and refined hard oils and soft oils** from China, Ukraine, Malaysia, Indonesia and USA.
* **Identified and sourced capex** from areas of Asia and Europe and managed budgets to implement infrastructure expansion and upgradation for plant and warehouse
* **Visited domestic supplier premises** to assess that their quality and standards
* **Arranged for sample products from new vendors** and strictly adhered to quote comparisons from at least 3 vendors and issued LPO’S based on cost, quality and timely delivery
* **Negotiated the best price possible** **with vendors** to ensure procurement of goods and services at the optimized cost
* **Prepared quote comparisons** and zeroed upon suppliers with shortest delivery time and quality
* **Followed up with suppliers** concerning delivery times
* **Ensured that purchased product(s) or service(s)** met the product specifications
* **Scheduled the clearance of import** without incurring demurrage charges
* **Arranged for collection of supplier credit invoice** and approved cash bills and invoices for payment
* **Maintained a list of qualified suppliers**
* **Arranged for any transportation** required to take delivery of items ordered and ready for delivery by the supplier if the delivery terms were ex-factory
* **Negotiated, prepared and monitored contracts** with 3PL’s and local and international suppliers for purchase of capex items
* **Monitored and ensured that inventory levels** were adequate for the business besides organizing and co-ordinating the weekly inventory meeting for review and forecast of inventories to be replenished. Compiled the minutes of the inventory meeting and circulated the same to the concerned departments
* **Conducted bidding and tender** for scrap sales
* **Assisted in preparation of purchase budget** and yearly performance Powerpoint presentation

**NIGHT AUDITOR & ACCOUNTANT, 2007 - 2010**

**HAFFA HOUSE HOTEL & SAMHARAM TOURIST VILLAGE, Sultanate of Oman**

Shanfari Group│Single, 2B, 3B, Deluxe & Executive Suites, Villas and Party Halls│$3.6M Turnover│150+ Employees

***Managed, maintained and carried out accounting and Night auditing function of both Haffa House and Samharam Tourist Village***

**Night Auditor & Accountant**

**(Reporting to the Finance Manager)**

**Achievements:**

* **Promoted to audit the daily front desk operations** of two hotels

**Responsibilities:**

* **Verified Check-in/Check-out guest register** to ensure the details as per ID proofs and Passports.  Ensured that the guests were assigned type of room requested and the correct rate is charged.
* **Verified guest Check-outs** at the designated day and time. And verified for settlement of bills accurately through credit card or cash transaction.
* **Reconciles all transactions** at the close of each shift.
* **Interacts with guests** if required in person and by phone.
* **Accepted reservations, changes and cancellations** in the absence of Reservations Staff.
* **Kept a constant check on the debtors collection** based on Age wise analysis statement and raised invoice for credit customers
* **Reconciled all the Bank Statements** operated by the company
* **Prepared the payroll & salary sheet** on a monthly basis
* **Monitored the sales statistics** and generated the daily occupancy report for review by management
* **Supervised the Stores**, scrutinized the purchase invoices and the monthly closing of purchase

**AUDIT ASSISTANT, 2006 - 2007**

**SHANKARA ASSOCIATES, Chennai, India**

Partnership Firm│Handle Major clients│15 Employees

***Responsible for ensuring that all the company’s financial policies and procedures are effective, accurate and in accordance with industry practices and audit standards***

**Audit Assistant**

**(Reporting to Auditor)**

**Responsibilities:**

* **Conducted record reviews and assessments** to determine resources and verify financial assessments
* **Collected and organized financial data,** conducted data analysis and interpretations to ensure efficiency and optimization of resources
* **Identified accounting issues,** reconciled accounts and provided solutions

TECHNICAL KNOW HOW

* Work Knowledge of Tally 9
* Work knowledge of MS Word, MS Excel, MS Powerpoint and MS Outlook
* Work Knowledge of ERP & SAP

***EDUCATION***

* **Chartered Institute of Procurement and Supply** (May 2015 – Present)
* Pursuing The Advanced Certificate in Procurement And Supply Operations
* **SNR Sons College** – Bharathiar University (Aug 2000 – Apr 2003)
* Bachelors of Business Management

PERSONAL

**D.O.B** : 26.06.1982

**Gender** : Male

**Nationality** : Indian

**Marital Status** : Married

**Languages** : English, Arabic, Hindi, Malayalam and Tamil



**Gulfjobseeker.com CV No:** **1475148**