

Whats app Mobile:+971504753686

Gulfjobseeker.com CV No:1574874

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

|  |
| --- |
| Result driven procurement specialist with comprehensive  knowledge on lifting and testing undertakings. Determined to anticipate  and address customer needs with high level of client satisfaction in all endevours with attention to detail.  **JOB PROFILE:**  **PROCUREMENT**   * Acquire quotations from vendors, create Purchase Orders in PACT, follow up delivery, post Goods Receipt and track payments with finance departments. * Coordinate with vendors on negotiating terms and conditions, compare prices for the best value and record the savings per order for annual reports. * Maintain and update vendor registry in PACT master data for annual supplier evaluations. * Assist procurement team with international purchase mostly from Unted Kingdom, China and Korea. * Updating dealers on change in product specifications / price and new product launches. * Flexible attitude to cope up with the changing situations and emerge with enhanced performance. * Approve final procurement discounts, as and when required, considering long-term * relationships between vendors and clients * Ensure that material is stored in a professional way as per set policies and procedures in place in order to ensure timely delivery. * Help drive continuous improvement of purchasing and contract management processes, procedures and systems by recommending and implementing new solutions and/or systems to maximize economic benefits and increase operational efficiency and effectiveness   **TOP CLIENTS HANDLED**  Dubai Dry Docks, J Ray McDermott, US Navy, Royal British Navy, Halli Button, Saipem, Weatherford Drilling, DP World (Jebal Ali), Van Oord, Jan De Nul, DEWA, Lamprell, MIS, Unique Systems, Deep Drilling, Grandweld, Altantic Offshore, Six Construct, Aban Offshore, Subtec, AHI, Swire Pacific, CCC Abu Dhabi, Topaz Engineering, Rig Burj, Mermaid Siam, SBM Offshore, Enasaco 95 Rig, Adyard Abu Dhabi, Oil Engineering Abu Dhabi, Gulf piping Corporation Abu Dhabi, Sclumberger, Asaker marine , Baker Hughes etc  **TOP PRODUCTS HANDLED**  Fibre &Korean Ropes, TOYO Japan, Vital, Crosby USA, Liftingear, Greenpin, Karam, Tractel, Bashp UK, Fire Guard UK, Polyform USA, Commet Germany, Lalizas Greece, All Safe, Bristol, Apoolo USA, UK ropes, Flanges , Pipes , Tags , clamp , Life Lines , Safety items , Hexa Bolt and Nuts , Sockets , Pin , Swages , design , buckles , Rod , etc  **FIELD**  Marine lifting & testing equipment’s, Construction, oil & gas industrial tools & Equipment’s.  **PROFESSIONAL EXPERIENCE**  Procurement Coordinator  Eiwaa Marine & Industrial consulatancy Sharjah 2015 – till date  Purchase & Marketing Incharge  Carlstahl Middle East Dubai 2013 - 2015  Purchase & Sales Coordinator  Safety Marine Services Sharjah 2008 – 2013  Inventory controller  Digital Colour India 2006 - 2008  **EDUCATIONAL QUALIFICATIONS**  Diploma in Fire and Safety Engineering  Fire Force Training Centre, Government of Goa, India 2004 – 2005  Diplomam in Computer Applications (DCA)  Relent Cyber College India 2003-2004  Correspondence in Bachelor of Commerce  University of Calicut India Attending Classes  Certified First Aid Responder  St. Johns Ambulance Services India 2004 - 2004  Higher Secondary Schooling  Board of Higher Secondary Examinations India 2002  **COMPUTER PROFICIENCY**  PACT.  Microsoft office tools \_ Advanced user.  Microsoft Windows and Linux OS.  Customer relationship.  **LANGUAGES**  English, Hindi, Malayalam, Tamil., Urdu. Arabic \_ basic communication.  **PERSONAL DETAILS**  Marital Status : Single  Date of Birth : 02-03-1985 |
|  |