**First Name of Application CV No 1645590**

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**CURRICULUM VITAE**

Marital status : Married

Languages known : English, Hindi, Arabic, Thamil and Malayalam

Nationality : Indian

Date of Birth : 02nd June 1971

Technical qualification : Bachelor of Engineering with fist class

Academic qualification : Bachelor of Arts

Computer Courses : MS Words, Excel, Foxpro, Oracle, Primevera and Autocad

Career :14 Worked as a Procurement Manager and Purchase Manager in Different Companies abroad

**Major Companies**

 **Cloisal Co.L.L.C , Dubai , United Arab Emirates, P.O.Box 3366**

**Worked as a Procurement Manager Period ( April 2005 – May 2009 )**

**Key skills**

Direct and co-ordinate activities in procurement, purchase, cost control, logistics , co-ordinating with QA \ QS Departments and safety orientations

**Responsibilities**

Analyzes market and delivery conditions to determine present and future material availability and prepare market analysis reports.

Develops and install clerical office procedures and practices, study work flow, sequence of operations, office arrangement to determine expediency of installing new or improved office machines.

Material controlling and ensuring the capacity of the material requirements

Preparation of approximate planned material requirement schedule

Shop drawing analysis, BOQ comparison and final quantity checking

Prepares instructions regarding purchasing systems and procedures

Prepare and issue purchase orders and change notices

Arrange for disposal of surplus materials

**High profile projects**

Dubai International Airport ( Phase 2 & 3 ) Multimillion pound fit out Dubai – U.A.E

ADNOC new head quarters, Multimillion pound fit out Abu dhabi – U.A.E

ADIA new head office, pound fit out Abu Dhabi – U.A.E

Emirates Engineering centre – Dubai – U.A.E

Dewa Building refurbishment – Dubai – U.A.E

**Emirates electro-mechanical Co. L.L.C , Abu Dhabi – U.A.E**

**Purchase Manager ( Period April 2001 – March 2005 )**

**Responsibilities**

Duties involved the total purchase for the local and abroad dealings

Negotiation with suppliers

Finding the new strategy in local market and introducing new suppliers

Follow up with delivery for the same

Tracking Material requirements

Price comparison

High quality projects

Rehabilitation Centre – Abu Dhabi – U.A.E

Khalifa Park – Abu Dhabi – U.A.E

Ducab cable factory – Abu Dhabi – U.A.E

American School, Abu Dhabi

Zayed University – Abu Dhabi

Al Ain Zoo – Al Ain – U.A.E

Dhaid Hospital – Sharjah – U.A.E

**Al Hamed Development and Construction L.L.C Abu Dhabi – U.A.E**

**Purchase Manager ( Period April 1999 – 2001 )**

**Responsibilities**

Purchasing for site materials

Updating material status

Tracking material requirements

Follow up delivery

Price and payment terms negotiation

**Tremix Company L.L.C – Abu Dhabi – U.A.E**

**Purchase Officer ( Period 1996 – 1999 )**

**Responsibilities**

Making purchase orders

Follow up deliveries

Update monthly material track registers

Finding out new suppliers for competitive rates

**Presently working as a Procurement Director with M/s. Aleena Contracting Co. India**

**Training**

Material Management Trained from the Authorized Organization

Material Control training seminar attended

Safety Orientation course training completed

**Other activities**

**An active member of charitable institution called shelters**

**Car driving license holder ( Indian, U.A.E and International also )**