Career Objective

To work in a challenging environment and be known for depth of knowledge, quality, hard work, timeliness of service, honoring the commitments and provide innovative solutions and enable organization to enhance their business.

Summary

* MBA graduate in Finance & Supply Chain Management with Mechanical Engineering background having almost 9 years of experience in Procurement, Finance, Banking and supply chain field in MEP industry.
* Responsibilities of Fully Computerized & ERP Procurement (SITE, Xpedeon & SAP). Screening of Requisitions. Maintaining All Procurement Documents.
* Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.
* New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
* Responsible for End to End process of Letter of credit (LC), Letter of Guarantee (LG) & Discounting of Project payment certificate with bank (PPC).

Work experience

W.L.L., Doha, Qatar. June 2010 — Present

**Procurement and Finance Executive**

I was appointed with above designation and my main role is to study the practical difficulties and the gap between the Finance and Procurement operation, and create a bridge and guide/clear such issues and making sure of smooth business operations.

**1. Letter of Credit (LC) or Documentary Credit (DC)**

LC application preparation based on the terms agreed with supplier thru Purchase order and letter of indent, LC opening, Amendments, collect Customs clearing documents thru bank, Invoice certification, Payment to supplier and repayment to bank, Maintaining bank & supplier liability log and for all above, forecasting and prepare MIS for both Import & export LCs. Correspondence to bank, Supplier and Internal team to clarify if any ambiguity in above items.

**Projects** handled as below,

Falcon Tower project, Barwa City - Phase A, Msherib Down town Phase 1B, workers hospital & New College of engineering at Qatar University.

Worked with following **Banks**,

Qatar Islamic bank, International bank of Qatar, Mashreq bank, Barwa bank, First Gulf bank, Commercial bank of Qatar, BNP Paribas & Al Kaliji.

Having Good experience in working with Main contractors on utilizing their bank facility on ETA's Behalf and maintain logs, reports and preparing MIS as like managing ETA's Facility. Worked with following Main contractors and operated their LC facility for ETA.

Worked with following **Main contractors**,

Hochtief Middle East Solutions, Consolidated contracting company (CCC) Tyseer JV, Carillion Qatar Building constructions JV, Qatar Arabian Construction Company (QACC) & Al Darwish Engineering.

**2. Good knowledge in Letter of Guarantees**

Handled guarantees of both Customer side and supplier side such as Tender Guarantee, Advance payment Guarantee, Performance bank guarantee & Retention Guarantee.

**3. Bill discounting or PPC discounting**

Having good knowledge on using Project Payment certificates (PPC) to get facility from bank to manage the cash flow of the project.

**4. Strong Knowledge in ERP systems such as SAP, Xpedeon & SITE**

Familiar in using ERP Systems  such as SAP, Xpedion & SITE including reporting with following modules such as Material requisition, Purchase enquiry (Quotation), Quote finalization, Purchase orders, Material Inventory Goods Receipt Note , Other Goods Receipt Note, Invoices and other cost maintaining in systems.

I was part of a team on implementing the ERP system called "Xpedeon". The team was responsible for creating all types of forms which information to be put and all types of reports required by Management. In which, my part is to create interface for date transfer between Xpedeon (Procurement Application) to SAP (Finance application). I did Mapping of codes of SAP to Xpedeon like vendor, Curtomer, Project, Cost codes, Document type codes, Currecy codes, & Payment term code).

Co. W.L.L., Doha, Qatar. November 2007 — June 2010

**Procurement Engineer Trainee (Mechanical)**

I was appointed as Procurement Engineer Trainee and took following responsibility,

* Responsible for the entire vendor selection process starting from floating enquiry till procuring and transferring materials to the site.
* Assess all the purchasing requisitions received from project that are related to the MEP work at the site.
* Evaluating the vendor quotations based on both technical and commercial point of view.
* Negotiate with the vendors to bring down the price in order to match the budget and then propose them to the management.
* Making comparative analysis document that is related to technical specification, scope of work, price, delivery terms, payment terms and other technical and commercial conditions deemed necessary.
* Preparing and placing Letter of Intents and Purchase Orders after obtaining all the necessary approvals.
* Maintaining vendor relationship, vendor database and tracking the performance of existing suppliers.
* Preparing letter of Indent (LOI) and finalizing the technical & commercial terms.

Agencies L.L.C., Dubai, UAE. June 2007 — October 2007

**Diploma Engineering Trainee (Mechanical)**

I was appointed as Procurement Assistant under Trainee Category and took following responsibility,

* Organize all procurement activities relating to request for proposals, bids, and price quotes.
* Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating department; identify available suppliers for each requisitioned item.
* Organize and maintain computerized records containing vendor and bid information.
* Process requisitions into purchase orders Correspond with vendors regarding prices, product availability, and delivery.
* Correspond with vendors regarding prices, product availability, and delivery.
* Well Trained in ERP software such as SITE & ORBITS.

Capabilities

* Quick at learning new concepts and technologies and putting them to use.
* Excellent Leadership qualities
* Good communication and interpersonal skills.
* Meticulous and hard working.
* Displaying initiative and independence and can work on own or as a part of a team.
* Setting higher standards of performance
* Good at negotiating
* Achievement oriented.
* Well versed in computerized especially in Windows, ERP, MS office.
* Energetic to take up challenges

Education

* MBA In Finance & Supply Chain Management at Indian Institute of Business Management and Studies (IIBMS) with A+ Grade
* B.Tech in Mechanical Engineering at Karnataka State Open University with 67.35%
* Diploma in Mechanical Engineering at Mohamed Sathak Polytechnic with First Class

Additional Training & Certifications

* Time Management.
* Effective communication.
* Interpersonal skill development.
* Quality management Systems
* Automobile & two-wheeler Mechanism
* CNC programming & operation
* Introduction to windows & C programming

Personal Information

Date of Birth : 01/05/1987

Nationality : Indian.

Religion : Islam

Sex : Male.

Marital Status : Married.

Languages Known : English, Hindi, Tamil, Malayalam.

**First Name of Application CV No:** **1655334**

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