SAJIL


# email_mail_post_letter_stampANd9GcRBs4kiTTpbbwbD5d-vzV2D8SqS-MmZmq6lQEAIvJXmPi--65MN5INFtdo Dubai, U.A.E.

# sajil-293273@2freemail.com

 **JOB OBJECTIVE**

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; aiming for **Purchase Head / Sr. Procurement Officer** level assignments in **Procurement Operations** with a leading organization of repute in **Construction** sector, preferably in **UAE / Gulf Countries**

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|  **AREAS OF EXPERTISE** **Purchase Operations****Vendor Development (Approval & Monitoring)****Taking Quotations Order Processing Material Management Sourcing Documentation****Techno-Commercial Operations****Project Management Liaison & Coordination Site Management** |  | **PROFILE SUMMARY** |
| * A competent professional with over 15 years of rich, qualitative & versatile experience in **Purchase Operations**
* Skilled in managing **purchase functions** including obtaining competitive quotations, preparing purchase orders, negotiating with suppliers, processing bills and maintaining all records
* Proficient in developing request for purchase quotes; deft in reviewing **procurement volumes** by product class / customization / type, thereby identifying areas for rate / frame contracts and finalising the same
* Holds the merit of working with renowned organizations like **Arabtec Construction L.L.C, Kele Contracting L.L.C., National Projects & Construction L.L.C (Trojan Holdings)**, **Airguard Systems** and **Delta Electric Corporation.**
* Adept in managing **techno-commercial operations** involving techno-commercial studies (technical & commercial aspects), cost benefit analysis and quality improvement as per corporate terms
* Demonstrated excellence in devising & implementing various innovative **purchase processes / procedures**; creating vision for objective and translating ideas into clear & actionable business requirements & recommendations
* Well versed with the concepts of **Procurement ERP Software**
* Out-of-box thinker with proven track record of **establishing processes**, streamlining workflow and creating work environment to enhance productivity
* An **innovative, loyal & result-orientated professional** with strong planning, communication, interpersonal & negotiation skills
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 **CORE COMPETENCIES**

**Purchase Operations:**

* Ensuring that key procurement plans are aligned with all contractual & statutory requirements, holding techno- commercial discussion with suppliers, finalising the order of products and overseeing commercial operations as per Annual Maintenance Contract
* Benchmarking the organizational costs as per industrial trends and other group company price level; implementing value engineering to reduce the cost of existing products & processes
* Ensuring purchase schedules / work orders, developing comparative statements and analysing quotations against the pre-set procurement plan for timely procurement of raw materials to ensure smooth operations

**Vendor Management:**

* Monitoring the performance of suppliers as per percentage for rejection, quality improvement rate, timely delivery & credit terms through strategic sourcing, localization and vendor managed inventories
* Establishing long-term partnerships with local suppliers; acquiring techno-commercial offers and monitoring the quality of procured material through regular meetings / interactions with vendors

**Site Management:**

* Verifying all documents, finalizing them as per purchase order terms & condition and forwarding the bills to Finance Department along with site acknowledgment
* Developing a sourcing framework (raw materials, components, spares, equipment & services) to analyse demands patterns, identifying short & long term requirements for price sensitive articles in each category and overseeing the execution of various projects
* Undertaking capacity planning as per customer demand, order frequency & lead times to suppliers and identifying the expansion need to facilitate negotiation & sourcing strategy for the same

**Techno-Commercial Operations:**

* Ensuring the timely submission of bids as per customer’s requirements including Pre-Qualification Bid Documents (detailing, drawings & qualification of product / project records) and tender notes
* Evaluating commercial offers / proposals along with handling tender / contracts / billing formalities & other related documentation; answering clarification & change requests during bid evaluation phase of the project
* Holding techno-commercial discussions and finalising contracts; preparing project lists, documents, ordering, inspection, expediting & tracking, specifications & bills of quantity and ensuring timely release of payments

 **ORGANISATIONAL EXPERIENCE**

**Since Dec’16 Construction company in Dubai as Senior Procurement Officer**

# Role:

* Generates the required material logs to meet the procurement plan approved by Commercial Manager.
* Responsible for providing the material samples to project site for client / consultant approval.
* Responsible to arrange the material submittal and prequalification of vendors for consultant approval.
* Introduces new vendors from the market who shall offer best prices, quality and payment terms.
* Sends Request for Quotation (RFQ) for Temporary for site requirement and Permanent material to meet Projects schedule received from planning.
* Prepare comparison sheets for Permanent materials which include price evaluation, delivery schedule within the budget to obtain approval from Commercial Manager / Procurement Manager.
* Liaising with approved suppliers and ensuring that the best quality materials / services are supplied at competitive market price.
* Ensure purchased items are complied with projects requirements and specification.
* Coordinate closely with Project Management Team to obtain technical details for smooth flow of work.
* Supports Construction team for timely delivery of materials, technical issues and payment issue (if any).
* Respond to site and supplier inquiries about order status, changes or cancellations.
* Attends Procurement Department internal monthly meeting and provide feedback on his respective project.
* Verify and follow up with vendor the required document to Commercial Dept for the Payment Process.
* Conducts market visit and trade shoes to increase the market network and awareness.
* Evaluation of vendor performance from time-to-time according to the ISO procedure.
* Monthly report of Purchase Orders with delivery status update from the system

# Highlights:

* Executed the following projects:

# Public Realm in Concourses & Plaza's (Infra) - Client EXPO 2020 - AECOM - AED 315 Million

* + **Construction of the show Village (9 Villas Mock-up) - Modon Properties - KEO International - 55M**

**Nov’13-Nov’16 Kele Contracting L.L.C., Dubai as Senior Purchase Officer**

# Role:

* Review requisition order in order to verify accuracy and specifications.
* Assigning the MR’s / PR to the Purchasing Officers as per project and material basis.
* Supervise to prepare the Request For Quotation as per site requirement
* Forwarding the Material Enquiry to the vendors along with the technical details and follow up for quotations
* Liaising with approved suppliers and ensuring that the best quality materials / services are supplied at competitive market price
* Supervise Purchase Order in the Corporate ERP system and forward to the successful vendor.
* Close co-ordination between Project Management Team and vendors for smooth flow of work
* Ability to study technical & Construction drawings and able to interpret to the conclusion
* Collecting and submitting Material Submittal for Client/Consultant approval
* Support relevant departments with vendor details or material specifications for the purpose of tenders etc.
* Developing the weekly, monthly, quarterly procurement plan
* Monitoring & evaluating the supplier performance and recommending for improvement accordingly
* Working with Business Development Department for tender submission, providing the best available price for product & services.
* Specialized in Construction Scaffolding Cuplock System

# Highlights:

* Executed the following projects:

# Q-Point Buildings at Liwan, Dubai Land, Phase 5 & 6, Client Mazaya Real Estate – AED 222 Million

* + **Dragon Mart Hotel & Carpark, Client Dar Al Handasah - AED 140 Million**

# Beetroot Juice Factory, Client The Office of H.H The Crown Prince of Dubai – AED 14 Million

* + **Belhasa Labour Camp, Client Belhasa – AED 7 Million**

# Nas Al Safari (Private Zoo) – Client RTA – 293 Million

**Jun’04-Oct’13**

**National Projects & Construction L.L.C. (Trojan Holding), Abu Dhabi as**

**Senior Purchase Officer**

**Role:**

* Procurement activities right from placement of purchase order to delivery.
* Involving in the Material Requirement Planning for the components.
* Close co-ordination between Project Management Team and Store Department for smooth flow of work.
* Coordinating with vendors for the pre-alert documents and other requirements.
* Expertise in negotiating for material procurement at lowest cost within budget without compromising on quality.
* Adroit in identifying and developing new vendors and achieving cost saving purchases within the set time.
* An effective communicator with excellent team leadership skills & strong analytical, problem solving & organizational abilities and above all positive attitudes.
* Coordinate with suppliers for samples / material submittals for material approval from the consultants
* Send RFQ for quotation, Prepare comparison sheets for approval from Procurement Manger & Process Purchase Order
* Maintaining the Payment details for all the vendors with credit periods.
* Designed System in Excel for smooth flow of material, implemented & running successfully.

# Highlights:

* Executed the following projects:

# Design & Build Contract for Residential Commercial and Recreational Development of Al Reem Island for Tamouh Investments - AED 735 million.

* + **Highland Resorts Villas. Construction & Completion of 147 Luxury Villas (5different types) including all infrastructure and associated Marine works, Client – Midmak Properties - AED 499 million**

# Road & Utilities Work for Najmat Abu Dhabi Development, Client – Reem Developers -AED 355 million

* + **Sea Palace Development Project; Construction and Completion of Amenities and Facilities for H.H.**

# Palace, Client Crown Prince Court – AED 350 million

* + **Construction of Danet Mall, Client – Hydra Properties – AED 148 million**

# Infrastructure Works for Rawdhat Development, Client – Reem Developers – AED 198 Million.

**PREVIOUS EXPERIENCE**

**Jun’02-Feb’04 Airguard Systems, Mumbai-India as Store Supervisor**

**Role:**

* Preparing MR's (Material Requisition) as per request by Project Manager, checking the availability of materials in the Central Store
* Taking physical stock of every materials (especially valuable), making monthly closing report and its submission to the accounts dept. through the Warehouse Manager to Finance Manager.
* Maintaining stocking activities, inventory, stock records and perform related work as required.
* Supervised the transfer of company assets to different sites.
* Managed the proper record of all assets and monitored all hired equipment.

**Dec’00-May’02 Delta Electric Corporation, Mumbai-India as Trainee in Testing Dept.**

**IT SKILLS**

* Conversant with **Procurement ERP Construction Software Buildsmart**, **Oracle, ERP ePROMIS Solution, ERP Exact, Tally 7.2, MS Office (Excel, Word & Outlook)**



**EDUCATION**

**Bachelor in Commerce** from Annamalai University, India.

**PERSONAL DETAILS**

Date of Birth: 12th January 1978

Languages Known: English, Hindi, Malayalam, Marathi, and Basic Arabic

Visa Status: Employment Visa

No. of Dependents: 3

Marital Status: Married

Nationality: Indian