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| **Prem Kumar – CV No**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |



**CURRICULAM VITAE**

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| **CAREER OBJECTIVE** |  |  |

**A position in Middle Level Management with a progressive firm, which can best utilize my extensive skills and expertise and also extend my learning curve with every new responsibility I undertake.**

**PROFESSIONAL SNAPSHOT**

Middle level position with 9+ years of experience in Procurement, Supply Chain & Materials Management; Inventory, Stores and Vendor Management which includes 7+ years of exposure in Manufacturing and Engineering Industries having in -depth knowledge in strategic planning used in multiple markets and industries that have been put to good use while interacting with key influencers.

ERP Knowledge – SAP, Microsoft Axapta, Maximo, ORION, PRO-CARS, Syspro

**CAREER HIGHLIGHTS**

1. **Present Employment:**

Since May 2013 to till date working Ras Al Khaimah, UAE

***(Formerly known as M/s. Kempe Engineering, Australia-*** www.kempe.com.au**)**

**Designation:** Procurement Specialist

**Company Profile:**

M/s. Outotec is a Finnish company, headquartered in Espoo, aimed at providing technologies and services for metal and mineral processing industries. Outotec Engineering specialized in producing their major equipments, Products to Aluminium Smelting Industries in Middle East as a Turn-key projects. www.outotec.com

***Job Description:***

* Reporting to the Operations and Purchasing Manager; directly responsible for the Total Supply chain management, Supplier relations, Purchasing of stock materials and special products for back to back orders.
* Performing day-to-day procurement activities in order to ensure that work is correctly prioritised and completed as per company procedures, standards, and departmental requirements.
* Analyzing all purchase requisitions received and coordinating with respective users to make sure and understand their requirements for smooth execution.
* Performing market research and evaluating suppliers based on price, quality, service, support based on supplier’s reputation and history.
* Maintaining an updated supplier database consist of reliable and trustworthy sources as approved suppliers list.
* Generating RFQ’s into ERP Microsoft Axapta (raw materials) and SAP (spare parts) for obtaining prices from approved suppliers.
* International and domestic negotiations with suppliers reduced into stock prices by average of 15% through strong negotiation skills.
* Negotiating price, delivery and payment terms of products with suppliers, successfully obtained increased payment terms by 60% from 100% TT to 30 days open credit or 60 days BL date.
* Actively involved in techno-commercial negotiations with suppliers, OEM’s and service contractors.
* Preparing comparison statement (BIDTAB) for quotations received price and delivery, payment terms etc. to have necessary approval.
* Preparing and issue purchase orders in ERP Microsoft Axapta (raw materials) and SAP (spare parts) in accordance with selected suppliers through price comparisons.
* Follow-up on the receipt of order acknowledgement and monitoring for delivery.
* Monitor shipments to ensure that goods come in on time in full, and in the event of problems trace shipments and following up for undelivered goods.
* Updating ERP system with confirmed delivery dates for accurate reporting.
* Weekly reports generated for meeting with Project team, user departments to expedite schedule.
* Sourcing the buying items locally & overseas; mainly into Australia, Europe, India and China.
* Purchasing raw materials for manufacturing in-house like all Special steels, Mechanical & Electrical items, Hydraulic & Pneumatic components, subcontracting equipment packages etc.
* Performing procurement and sub-contracting follow-up with sub-contractor for the entire supply chain cycle to ensure all project requirements are met.
* Coordinating for payments with finance team for supplier payments, Letter of credit, T/T etc.
* Expediting the purchase orders and coordinating any logistics requirements for shipping the goods.
* Assisting logistics team for import documentation, custom clearance and shipping.
* Coordinating with stores supervisor for material receipt, Test certificates, GRN preparation to confirm goods have been received as per our order.
* Costing in ERP to determine the final landed cost and forward the information to accounts for the payment processing.
* Coordinating the final close-out of completed purchase orders by ensuring proper resolution of all outstanding issues and/or disputes with suppliers/contractors.
* Managing a team of Procurement Assistants, coordinators, and stores supervisor.
* Managing, developing and training the purchasing team with total ownership of Purchasing ISO system with critical analysis of KPI’s.
* Benchmarking performance of the Supply Chain for quality, delivery and price, slashed delivery times by 20% and reduced quality rejections by 16%.
* Establishing terms, pricing, quality requirements, delivery, and contracts.
* Structured strategic partnerships with key suppliers for consignment stocking agreements to enable further growth and expansion of the business by having stock available to ship immediately to meet growing sales demands.
* Reviewing all contracts/agreements to achieve ‘best price/best quality’ purchasing.
* Developing the bidders lists, including any pre-qualification exercises and evaluations required.
* Problem solving in to procurement related queries inter-department.
* Analyzing market strengths so as to develop procurement technologies and processing techniques.
* Making recommendations and advising board on all purchasing issues.
* Managing supplier relationships and building effective supply chain partnerships.
* Continuously monitoring, evaluating and improving supplier performance to maximize profitability and fostering renew growth.
* Sourcing the most suitable materials for the company’s manufacturing process by liaising with production and QC managers.
* Maintaining a good rapport with suppliers on timely response.
* Supporting tender management team for price estimation and assistance.
* Any additional works assigned by managers will be carried out on request.
1. **Previous Employment:**

Since July 2011 worked with **Tech International FZC**, Sharjah, UAE till May 2013

**Designation:** Purchase Executive

**Company Profile:**

M/s. Tech International FZC (Member of M/s. Galadari Brothers Group, UAE) is a reputed and professionally managed engineering company specialized in mechanical/system design, fabrication and construction. An ISO 9001:2008 certified company, accredited with ASME – ‘U’ ‘U2’ ‘S’ and NB ‘R’ certificates. Specialized in manufacturing of pressure vessels, storage tanks, Heat Exchangers, Pipe spools, Structural’s etc. www.tech-me.com

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***Job Description:***

* Receive BOQ/MR for raw materials and drawings, machinery/equipment, spare parts to determine suitable local/overseas vendors as per project requirements.
* Obtain RFQ’s, Negotiation, and Review quotations of identified and technical specifications received from vendors.
* Prepare and tabulate BIDTAB based on the offers for the evaluation of purchase manager for final approval within budgeted.
* To prepare and releasing purchase orders in ERP (ORION) system correlated with selected suppliers, price and technical specifications.
* Follow up on the delivery of raw materials, bought outs to meet the schedule and closely monitoring the shipments.
* Producing and updating the weekly/monthly material delivery schedule reports.
* Familiar with the steel suppliers and stockiest in local market, GCC and foreign steel mills for Pipes, Flanges, Fittings, Valves, Fasteners/Gaskets & Structural items.
* Review of Mill Test certificates as per TDC / project specification in compliance with materials management.
* Quality Check in respect of Technical specifications, contractual requirements, dealing with deviation/concession requests from vendor’s.
* Negotiation with freight forwarders for import shipments with the suitable INCO terms and prices.
* Follow up on order acknowledgment and invoices from the supplier for GRN costing.
* Coordination with finance department for supplier payments in terms of PDC, LC, wire tranfer for local and foreign vendors.
* Participate in organising and coordinating meetings, with the project team and the vendors, necessary to fulfil the job responsibility (including Kick-Off Meeting, inspections when required), including Negotiation meeting contract/PO’s.
* Identifying and analyse the cause of potential delays for corrective actions.
* Coordination with stores for the allocation of materials storage and preservation as per project specification.
* Coordination and Expedition of the sub contractor materials for quality & delivery according to the master schedule.
* Assisting buyers or purchasing team when so required for the purchase of all project equipment and raw materials.
* Interacting with procurement, production, Quality control & logistic dept’s for deviations or clarifications in the specification during project execution.
* Hire of production support m/c items like cranes, compressors, Generators & Manpower supply as per project requirement.
* Maintaining good working relationship with vendors explaining the criticality of projects.
1. **Previous Employment:**

Since December 2009 worked with **SPT Oilfield Equipment & Vessels Manufacturers LLC**, RAK, UAE till June 2011

**Designation:** Purchasing In charge

**Company Profile:**

M/s. SPT Oilfield Equipment & Vessels Manufacturers LLC is a well established company from the name of its parent company M/s. Surface Preparation Solutions & Technologies FZC (SPT) a well popular in manufacturing of Auto shot blasting machineries. A company established with heavy fabrication unit in manufacturing of pressure vessels, storage tanks, Heat Exchangers, Structural steel on turnkey basis for mainly oil and Gas industries with ISO 9001:2008, ASME ‘U’ ‘S’ ‘R’ stamp certification. www.sptfzc.com

***Job Description:***

* Engaged in managing procurement activities, such as purchasing, expediting, inspection and logistics for all projects provide support in pre bid stage.
* Responsible for resolving procurement issues arising from vendors, projects and client etc.
* Follow up on the delivery of raw materials, negotiation of payment terms, credit facilities, verification of invoices, verification of material received, stock checking etc.
* Create & releasing purchase orders after final negotiation with approvals.
* Sourcing & finalising all kind of machineries required as per management request.
* Generating MIS reports on weekly & monthly basis for analysis.
* Familiar with steel suppliers, manufacturers, Stockist in GCC & other foreign steel mills.
* Generating the required material and subcontractor logs to meet the Procurement plan to the approval of Contracts and Procurement Manager.
* Preparing comparison sheets for technical, prices, and budget evaluation. (BIDTAB)
* Material Planning, Vendor development & Procurement.
* Follow up with suppliers on quotations, deliveries, quality, and payment issues.
* Track and monitor shipments from suppliers against committed delivery dates.
* Ensuring all required operational and maintenance manuals, spare parts lists and guarantees are recorded.
* Co-ordinating and controlling of stores management, Inventory control, Inventory valuation, FIFO, LIFO etc.
* Procuring cost effective quality of goods and services.
* Maintaining records as per systems & QMS procedures.
* Overall responsible for procurement and purchase department, directly interacting with project managers and engineers for forecasting, delivery etc.
* Advanced skill in the use of computers, windows based operating environment.
* Additional responsibilities in HR activities as per management request.
1. **Previous Employment:**

Since October 2007 worked with **Harsha Precision Middle East FZC**, RAK, UAE till January 2009

***(currently named as M/s. ALSA Engineering & Contracting, Abudhabi.*** www.alsaeng.com***)***

**Designation:** Purchase Officer

**Company Profile:**

M/s. ALSA Engineering & Contracting is an leading engineering based with heavy fabrication unit, manufacturing of pressure vessels, storage tanks, piping spools on turnkey basis for petrochemical, power, oil and Gas industries with ISO 9001, ASME ‘U’ ‘S’ & ‘R’ stamp certified. www.alsaeng.com

***Job Description:***

* Obtaining bids & proposals, analysis, negotiating, and developing relationship with suppliers.
* Sourcing materials from various suppliers within country & globally.
* Create & releasing purchase orders.
* Receive & document PO acknowledgements from suppliers.
* Established an effective documentation system for filing & recording all PO’s, supplier’s acknowledgement, shipping documents.
* Collecting Material Test Certificates (MTC) for QC approval with traceability from vendors.
* Follow up with suppliers on quotations, deliveries, quality issues, payment issues etc.
* Track and monitor shipments from suppliers against committed delivery dates.
* Procuring cost effective quality of goods and services.
* Create and maintain vendor master databases & PO ledgers.
* Generating MIS reports on weekly & monthly basis for analysis.
* Co-ordinating & controlling stores in-charge for maintaining the minimum stock level.
* Ensuring stock issues and receipts are processed efficiently.
* Analysing reports for the goods purchased for internal reviews.
* Co-ordinating with the stores supervisor in processing & clearing supplier invoices.
* Vendor payments follow up with accounts dept with their credit terms.
* Maintaining records as per systems & QMS procedures.
* Developing new vendors & negotiating for payment terms.
* Co-ordinating with freight agents for all the import & export shipments.
* Verifying all the invoices & packing list being generated by stores.
* Responsible for all the dispatch of finished goods to the customer with its traceability without any discrepancy.
1. **Previous Employment:**

Since June 2006 worked with **DB SCHENKER (India) Pvt Ltd,** Chennai, Tamil Nadu, INDIA *(Subsidiary* *of Deutsche Bahn AG, Germany)* till August 2007

**Designation:** Executive - Key Account Handling & Tender management

**Company Profile:**

M/s. DB SCHENKER (India) Pvt Ltd (Subsidiary of Deutsche Bahn AG, Germany) a leading MNC and an integrated logistic services, global supply chain solutions from a single source supported by its strong worldwide networks with ISO 9001:2008 certified. www.schenker-india.com

***Job Description:***

* Maintaining rate file for **T**rade **L**ane **D**evelopment countries.
* Attending overseas pricing enquiries on time.
* Client co-ordination & customer service for Global accounts.
* Handling Key Accounts like BMW, BENNETON, SIEMENS, FORD, SCHNEIDER etc.
* Co-ordinating with various departments to update the status of the shipment to the key customers.
* Understanding the requirements of the customer and fine-tuning the SOP with the consent of HOD’s.
* Making **customised status reports** and updating the shipment status to customer in the spreadsheet.
* Analysing the Daily Status Reports sent to the customer to meet and improve the KPI’s.
* Ensure retention of clients & develop relationships.
* Planning and implementing strategies to bring down the lead-time taken for the shipment.
* Inform customers about misconnections, delays or any service disruptions with corrective actions and solution.
* Co-ordinating with the CHA of the key customers and handing over the documents on time.
* Maintaining the data base of the local customers like Profile, Credit Terms, future scope etc.,
* Preparing quotations to the local customers and follow-up with them.
* Checking the readiness of cargo with all shippers 24 hours prior to loading, based on the booking system and tentative loading list.
* Strong knowledge on supply chain process. (JIT, KANBAN)
* Adequate knowledge on Exhibition cargo movements and procedure.
* Facilitate training/induction to new incumbents on systems & procedures.
* Conducting client & vendor meeting.

***Key Clients Dealt & Activities:***

* Siemens, Chennai – Bangalore Intl Airport implementation
* Ford India – Total supply chain solutions (JIT system)
* BMW, Chennai – Single point of contact
* Benetton, Taiwan – Expediting local vendors for FCL shipments
* Schneider, Chennai – Single point of contact (whole INDIA manufacturing)
* Deutz, Germany – Break bulk movement

**COMPUTER LITERACY:**

**Operating Systems** : Windows 98 – XP- Vista - 7

**Packages** : Tally, ERP, SAP

*Well versed with Internet Explorer, E-Mail tools.*

**EDUCATIONAL QUALIFICATION**

**B.Sc (Applied Science) in Computer Technology**– from Kongu Engineering College, Perundurai(2001-04), Tamil Nadu, INDIA

**PROFESSIONEL QUALIFICATION**

* **Two years full time MBA in International Business** – from Institute of International Business &Research, Pune (2004-06), Maharashtra, INDIA

Specialisation: Logistics / Supply Chain Management (SCM) & Marketing

**SUMMER INTERNSHIP**

**PREMIER INSTRUMENTS & CONTROL LIMITED (PRICOL), Coimbatore, Tamil Nadu, INDIA**

*(July – Aug ’05) – Leading Automobile spare parts manufacturing Company*

*Project Title: Cost Reduction through Supply Chain Management (SCM)*

**PERSONAL SKILLS**

* Quick to learn new concept and adopt to new environment.
* Effective and efficient communication skills.
* Result orientation / Planning and organizing.
* Decision making and Problem solving.
* Good leadership qualities.
* Strong negotiation.
* Innovative and fresh ideas.
* Good social competency.

**PERSONAL DETAILS**

Date of Birth : 13th March 1983

Marital Status : Married

Present Address : Door no.106, Old Immigration road, Mushrif , Ajman, UAE

Permanent Address : 6/247 A.D.Palayam, Sirumugai, Coimbatore-641302, Tamil Nadu, INDIA

Languages Known : English, Hindi, Tamil, Kannada and Malayalam

***References:***

Available on request

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| **Date** | **:** |  |
| **Place** | **:** | [Prem Kumar R] |