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**CURRICULUM VITAE**

**Joji**

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**Objective:** Seeking challenging career in an organization to get a position of responsibility, using my skills and efficiency to communicate my ideas and views and commit myself for achieving organizational objectives with the team effort and my positive attitude and performance.

**Career summary**

Experienced Procurement professional having more than Fifteen years of continued career progression accompanied by key accomplishments in highly competitive industry such as Oil & Gas Construction, Exploration and Production.

**Field of Expertise**

* Managing a team of professional buyers, logistics, and accounts professionals.
* Responsible for Negotiation, Order Placement and ensuring delivery as per client schedule.
* Continuously monitoring, evaluating and improving supplier performance.
* Floating Request for Quotation as per the client approved Specification, Data Sheet and Material Request.
* Technical comparison of Offers along with approved documents.
* Procurement of Mechanical, Electrical, Instrumentation and Civil materials as per the approved Material Take Off Note, Data Sheet and Material Request by the Project Consultant.
* Sourcing and development of vendors locally and internationally.
* Monitoring Customs clearance of imported materials from Air Port and Sea Port.
* Coordinating with freight agencies to export the materials from local and direct delivery from international manufacturers and suppliers.
* Monitoring of Preparation and updating Procurement Tracking Record on weekly basis and updating the same to the Client and Consultant.
* Processing and procurement of Site Material Request as per the construction schedule requirement locally and internationally.
* Estimation of the requirement of materials for the upcoming projects.
* Preparing separate consumption status of materials for each and every project.
* Joint inspection of Equipments, Pipes and Fittings with client or third party inspector’s personals.
* Giving training to the store staff in material management software.

**Work Exposure**

Name of Organization  **: M/s. Crystal Petrotech Engineering Services.**

Duration **:** July 2015 – Till date

Designation **: Procurement Manager**

Duration **:** Sept 2012 – July 2015

Designation **: Assistant Manager Procurement**

Location **: Hamariya Free Zone, Sharjah, UAE**

**Responsibilities**

* Managing and training of a hardworking, results-oriented Procurement and sales force. Helping with several management functions such as purchase and accounts to support sales functions.
* Interacting with customers and sourcing points regularly to gain feedback on quality & service effectiveness.
* Managing staff levels to ensure that key target marketing areas are always covered.
* Maintaining strong and cordial relationships with corporate level Procurement/Purchase and logistics managers.
* Identifying and monitoring the performance of competitors in the market place.
* Providing excellent customer service such as on time delivery after sales service.
* Responsible in the field generating sales on a daily basis.
* Responsible for account budgets, expenditure forecasts.

**Procurement:**

* Ensuring appropriate procurement of all production, construction, Drilling and maintenance materials, including 2 years spare parts and client materials for customers in Oil and Gas, Onshore and Offshore drilling companies.
* Directing the Development and implementation of key procurement strategies / contingency plans and ensuring those strategies and plans are aligned with organizational objectives.
* Sourcing and rate negotiation of material locally and worldwide with proper incomer's, delivery time and quality.
* Preparing & managing logistics & transport budgets, monitoring expenditure and implementing remedial measures where appropriate.
* Negotiation with free zones and local authority.
* Managing and training staff in the operation of Logistics, Procurement, warehousing & materials systems.

**Supplier Management:**

* Working with business leaders who have identified a business need or requirement to identify, source, contract, and procure the required goods or services from qualified suppliers.
* Managing supplier performance (monthly, quarterly, half yearly, annual).
* Implementing technologies, processes, policies, and procedures to support the purchasing process (Supplier Relationship Management).
* The supplier relationship management process: a process for providing the structure for how relationships with suppliers will be developed and maintained.

Name of Organization  **: M/s. Star Contracting Engineers and Contractors – Oil and Gas.**

Duration **:** January 2009 - May 2012

Designation **: Procurement Engineer**

Location **:** Khartoum, Sudan

Engineering, Procurement, Installation and Commissioning of Mechanical, Electrical, Instrumentation and Civil Contract in the field of Oil & Gas Exploration, Production and other MEP work in Sudan. Main contractor of operators such as M/s. Petro Dar Operating Co. Ltd. (PDOC), M/s. Greater Nile Petroleum Operating Company (GNPOC) White Nile Petroleum Operating Company etc..

* Prepare Material Take off Notes as per client approved drawings and documents.
* Issue Request for Quotation to various Vendors in Middle East, India, China, African Countries and Europe.
* Receipt of offer and confirming that the same are complying with the requirement of the client, valuation and negotiation.
* Issuing Purchase order and follow up for the timely delivery of materials at site.
* Monitoring clearance of materials from Airports / Sea Ports.
* Coordinating with the Logistics department to clear the customs formalities and loading, transporting and distribution of materials at project sites in various part of Sudan as per their previous Material Request.
* Monitoring actual against budget value during execution and submit Cost-Value Reconciliation statement for management review.
* Identify variations; estimate the value of variations, submitting the claims and variations.
* Preparation of Milestone and monthly progress invoices/ variation statements
* Preparation & Submission of price break up for claims and variations to the client
* Negotiate, clarify and co-ordinate with client until final account is reviewed & certified
* Attending Project review meetings with client.
* General contract administration & techno commercial correspondence.
* Prepare and submit procurement reconciliation report to client with relevant documents

Name of Organization  **: M/s. Spark group of Companies**

Duration:March 2008-October 2008

Designation : **Asst. Manager (Purchase)**

Location : Hyderabad, India.

* Purchase of materials from wholesalers after negotiation.
* Coordinating with concerned departments to update the details of products in companies’ website.
* Supervising Inward and Outward flow of materials.
* Preparing documents and communicating with Sales tax and other government departments.
* Correspondence and settlement with customers.
* Maintaining all documents, proper filing, registers etc.
* Follow-ups with suppliers and customers. Etc.

Name of Organization **: Home appliances and electronics spare parts distributor**

Duration:October 2004-January 2008

Designation : **Purchase and Marketing Manager.**

Location : Kerala, India

* Purchase of materials from wholesalers and manufacturers within and outside of state after assuring quality of the products as per the market requirement, negotiation with the suppliers as applicable to ensure best profit to the organization.
* Frequent correspondence with Importers, wholesalers and transporters for assuring on time delivery of materials.
* Maintaining communication and good relation with funding agencies for assuring fund availability on right time.
* Preparation and submission of sales and purchase statements on weekly and monthly basis to customs and central excise, sales tax and other concerned local government departments.
* Maintaining good relation with customers and staff.
* Maintaining documents of staff payroll, insurance etc…

Name of Organization  **: M/s. Aban Constructions Pvt. Ltd (Cross country pipe line project of Gas**

**Authority of India Ltd)**

Duration : July 2000-March 2004

Designation : **Asst.** **Procurement Engineer**

Location : Nagapattinam - Tamil Nadu, India.

* Procurement of Project materials as well as consumables as per the Material Request Note approved by the client.
* Receiving, stacking and supervising of unloading of 24” cross country PI coated MS pipe on 18 kms of the Right of Way (ROW).
* Receiving and stacking of small bore pipes, fittings and consumables for execution of the project.
* Preparing Site Material Request (SMR) after monitoring the consumption of material on weekly and monthly basis.
* Preparing issue and deduction statement of sub contractors
* Conducting joint inspection of pipes, fittings and consumables as per test certificate and delivery notes.
* Correspondence with transporting company to make availability of materials at the right time on site.
* Preparing Joint Inspection Report and reporting it to the concerned departments
* Frequent communication with Company HO and with client.
* Proper filing and preparing documents and registers for client reconciliation.

Name of Organization  **: M/s. Aban Constructions Pvt. Ltd.**

**(Reliance Petroleum Ltd refinery Project.)**

Duration **:** February 1998-April 2000

Designation : **Purchase assistant**

Location : Jamnagar-Gujarat, India

* Purchase of consumables from local market, organizing timely delivery of Project Materials as per the MTO issued by the project department.
* Local purchase of tools and tackles materials as per the requirement status of planning and Construction departments.
* Internal correspondence with Planning, Purchase and Finance departments.
* Proper maintenance of documents and registers.

**ACADEMICS**

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| **Course** | **Board/University** | **Year** |
| Diploma in Mechanical Engineering. | Hindustan Institute of Engineering Technology Chennai, India | 1997 |
| Pre-degree | Mahatma Gandhi University | 1994 |
| SSLC | Kerala Board of Education | 1992 |

**Computer Skill** : T.FAT (Material Management Software.)

: MS office package

: Familiar with AutoCAD, Photo Shop etc..

**Languages Known to speak** : English, Hindi, Tamil and Malayalam.

**Languages Known to read and** : English, Hindi and Malayalam.

**write.**

**Driving License Status** : Holder of UAE LMV driving license valid until 09.11.2023.

**Personal Details**

**Date of Birth** : 20.04.1977

**Gentle**  : Male

**Nationality** : Indian

**Marital Status** : Married

**Passport Details:**

**Date of Issue** : 26/07/2015

**Place of Issue** : DUBAI

**Date of expiry** : 25/07/2025