Ajith

[Ajith.324681@2freemail.com](mailto:Ajith.324681@2freemail.com)

**Presenting over 20 years’ UAE and International experience in industrial purchases, and seeking an assignment as……**

Purchase Officer

Focused and dedicated professional with broad based experience in local and global procurement of diverse range of items for manufacturing/ projects. Strong commitment to leadership, management, transparency & code of ethical conduct. Excellent planning & organizational abilities, flexibility and awareness of business interests, work with diverse groups, individuals and interests, recognized for integrity, dependability, stress tolerance, attention to detail, persistence, initiative, decision making & cooperation. Strong commercial awareness, understanding of material management techniques, and working experience in TQM culture and ERP environment. Detail-oriented approach to planning, and ability to put in place best possible solution to ensure business continuity at optimized cost while adhering to deadlines and service levels. Worked with **Arabian Profile Co. Ltd. – Sharjah, UAE,** till February 2016 as **Purchase Officer.**

**Areas of Expertise**

* Material Planning
* Procurement Planning
* Strategic Sourcing
* Vendor Development
* Budgeting & Forecasting
* Purchase Administration
* Commercial Negotiations
* Supplier Management
* Cost & Quality Controls
* Vendor Performance Mgmt
* Inventory Management
* Import Procedures Mgmt
* Logistics Management
* Relationships Management
* Team Mgmt & Leadership

Professional Synopsis

* Extensive experience in purchase department functions including consolidation of purchase requests, securing budgets, preparing and floating RFP/RFQs, evaluation of negotiation of bids, preparing recommendations for approval, issuing PO, finalizing contract agreements, expediting completeness of deliveries, processing payments, etc.
* Experienced in identifying, evaluating and selecting potential vendors/contractors/service providers in local and global markets, preparing/updating/maintaining category wise vendor lists, and continually evaluating their performances against KPIs in terms of cost, quality, service level and adherence to delivery schedule
* Proficient in analyzing and evaluating prices and commercial terms of bids, preparing techno-commercial comparisons, negotiating commercial and delivery terms, recommending for approvals, and finalization of contracts/agreements
* Proactive in gathering and consolidating requirements in conjunction with projects & operations teams, analyzing price trends in the market, thriving for material & supply chain cost reduction to optimize procurement cost
* Thorough knowledge of **Inco Terms**, and working experience in **ISO** environment within a professional procurement setup
* Efficient in managing import procedures and logistics including LC affairs, customs, freight forwarding, port clearances; driving cost reduction initiatives, expediting supplies to meet deadlines, and ensuring quality to minimize rejections
* Strong team leader and result-oriented team player with multi-cultural communication, interpersonal, and problem solving skills, and ability to complete complex tasks with ease and confidence.

Experience Summary

**Purchase Officer | ICIC Trading LLC, Dubai, UAE July 2016 – Mar 2017**

Company Profile: Part of a Saudi Group, the company is involved in trading of Polybutene & UPVC Drainage Pipes and fittings.

Job Profile: Temporary assignment for one year to set up Purchase Department including Training Staff, Q/C Procedures, Q/C Forms, Bank dealings etc. Accomplished the task in 9 months. Reported to the CEO.

**Purchase Officer | Arabian Profile Company Ltd. – Sharjah, UAE Jun 1995 – Feb 2016**

Company Profile: Part of a local group, large manufacturer/erector of building cladding products, certified to ISO 9001. Products include corrugated sheets, polyurethane injected panels, GRC/GRP cladding, Architectural composite cladding panels, Honeycomb reinforced panels. Etc.

Responsible for all overseas procurement, which includes aluminum and steel coils, structural hollow sections, component chemicals for polyurethane production, construction fasteners and other accessories, packing materials, cold store accessories, machinery spare parts, tools, access equipment etc. from across North America, the UK & the European Community, Australia, Far East, Middle East, South East Asia, South Africa etc. Reported to General Manager

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Job Profile

* Work with project and operations team to plan materials and finalize quantities against the backdrop of available inventory
* Identify potential suppliers and manage the purchase process to ensure procurement of right material at right cost & quality, while negotiating price and favorable commercial terms and enforcing strict delivery schedules
* Perform stock inventory counts at the warehouse, and reconcile records and physical counts of stock items
* Effectively maintain proper inventory/stock levels, identify non-performing stocks, and control purchases to avoid overstocking
* Maintain excellent vendor relations, and expedite purchase orders to meet delivery schedules
* Interface with transporters, CFAs, and other logistics functions to ensure timely receipt of material
* Lead supplier/subcontractor identification/qualification/evaluation/rating and maintain a list of dependable vendors
* Negotiate and finalize LPOs and contracts with key suppliers/contractors for favorable commercial and delivery/SLA terms
* Ensure supplies/services quality and cost standards are in the best commercial & operational interests of the company
* Identify cost reduction opportunities, prepare and implement related strategies, and drive efforts to realize savings
* Arrange pre & post delivery inspections, and follow up timely closure of non-conformances to stick to delivery schedule
* Critically analyze major purchases at all the stages to ensure best performance in cost, quality, delivery and other terms
* Monitor order & contracts for compliance & performance; and recommend cancellations on compliance/performance issues
* Oversee warehousing and store functions, set min max level of inventories, ensure stock taking, reconciliation and regular update of inventories in system to integrate the inventory with purchase process
* Prepare/review planning and forecasting activities to establish integrity in demand, supply and inventory status
* Nurture and enhance the relationship with key suppliers, resolve product & service issues, and build mutual trust
* Review payment certificates and ensure status of order execution and compliance with agreed the terms and conditions
* Prepare and handle all import LC applications and amendments, coordination with banks on import LC's, obtain shipping guarantees, documents etc., coordinate clearing of goods from ports
* Follow up of customs duty refunds in time including writing to suppliers to dispatch documents from their banks

Previous Experience

**Executive Assistant | ATCO Saudi Arabia Ltd. – Dammam, Saudi Arabia Nov 1992 – Nov 1994**

* Handled all local and overseas purchases of the company including timber, plywood, electrical items, plumbing components, kitchen utensils and hardware, interior decoration items, furniture etc. largely from vendors across North America & the Middle East

Credentials

**Education**

* **Bachelor degree in Physics,** Kerala University, India, 1982

**Professional Development**

* LC Administration Training with Standard Chartered Bank
* Islamic banking Training from Dubai Islamic Bank
* Sharjah Chamber of Commerce Workshops on Customs Duty Exemption Procedures

**Computer Literacy**

* MS Office, Adobe Pagemaker, Adobe Photoshop, MS Access

Personal Particulars