**RESUME**

***Sumathi***

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***Sharjah***

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**Professional Experience:**

* 4 years work experience in Procurement Department.
* 5 years in Software Development.

**Educational Qualifications:**

**B.E (Computer Science).** -71% Bharathiar University (1995-99).

(Sri Ramakrishna Engineering College,Thudiyalur,Coimbatore,India)

**Estimation Engineer** in Guardian Safety & security ,Al Qusais ,Dubai From May 2016 to Sept 2016.

**Purchase Executive Mahindra Water Utilities Limited, Tirupur,India         2006 to 2010**

* Mahindra Water Utilities Ltd. (MWUL) is a joint venture between Mahindra & Mahindra (M&M) and United Utilities International, (UUI) United Kingdom.
* Mahindra & Mahindra Limited (M&M) is the flagship company of Mahindra Group, which has a significant presence in key sectors of the Indian economy.
* Mahindra Water Utilities Ltd. (MWUL) has jointly entered into an Operations and Maintenance Agreement for a 30 year period of the TIRUPUR WATER SUPPLY.

**Roles and Responsibilities:**

Procurement of materials for entire plant maintenance operation division.

To carry out procurement activities in accordance with policies and procedures approved by the company.

Recognition of need, receipt and analysis of purchase requisition from end user(Technical department).

Selection of possible potential sources of supply from approved vendor list.

Floating enquiries to obtain quotation from the potential vendors (RFQ.

Ensure receipt of all offers within due date, if required extension of bid to all vendors.

Evaluation of obtained offers and preparing comparative statement.

Submit the technical offers to Technical department for Technical evaluation.

Co-ordination with vendor in case of any technical query raised by technical department, in order to ensure specification of materials being procured as per standards.

Negotiation with vendors for best and final quotations.

Prepare Final comparative statement based on Negotiation.

Prepare Purchase order

      Submit PO for approval with Procurement proposal approval note.

Prepare monthly reports required by the management.

**Software Engineer in Logic Version Technologies pvt Ltd., Coimbatore, India - 2000 to 2005**

###### Roles and Responsibilities

* Experienced in Client/Server Programming using EJB with J2EE/JBOSS.
* Working experience in Database designing, coding, designing, creating controls.
* Involved in coding, designing and developing program specifications.
* Liaising with Development Team

Involved in Database Administration, Data backup operation, Software maintenance

***Personal Profile:***

***Date of Birth*** *: 23-11-1977*

**Declaration :**

I confirm that the information’s given above is true to the best of my knowledge and belief.