**CURRICULUM VITAE**

SIDHIK KODAKKATTU VALAPPIL

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| CARRIER OBJECTIVE  Seeking an opportunity for a suitable position and to work with a reputed organization where I can utilize my experience and expertise to the fullest potential and to acquire good skills.  To become a successful professional Expeditor / Buyer who can contribute creatively for the organization as well as the society.  ACADEMIC RECORD   |  |  |  |  | | --- | --- | --- | --- | | **Examination** | **Board / University** | **Year** | **Aggregate** | | Bachelor of Arts  (Economics) | Calicut University | 1990 – 1993 | 49.50% | | Pre-Degree | Calicut University | 1988 – 1990 | 51.00% | | S.S.L.C | Board of Public Examination, Kerala | 1986 – 1987 | 31.00% | |

PROFESSIONAL SKILLS

Technical Qualifications : ***Proficiency in computer operation:***

MS Windows, MS Words, MS Excel & MS Power Point  
 (IRS Computers & Communications, Trichur – Kerala)

: ***Typing Speed – English: 65 wpm***

PERFORMANCE SKILLS

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| Information Gathering: Searching & establishing relationship with the suppliers who can satisfy the requirements by giving products and services (P/S).  Supplier Contact: Contacted vendors to obtain price quotes and per formed negotiations. Based on Request for quotation (RFQ), Request for proposal (RFP), Request for information (RFI) and Request for tender (RFT) performing with wise to select the right supplier. All purchase requests are promptly managed so as not to halt the company’s daily operations. Coordinate with suppliers to ensure that goods are delivered on-time. Follow-up on delivery schedules, payment delays, and invoice queries.  Background Review: Reviewing the background by consulting the reference for products/service quality, investigating the requirements for follow-up services including installation, maintenance & warranty.  Negotiation: Ability to negotiate for best price, availability & best delivery schedule & Contract to acquire the P/S on right time form the right vendor.  Fulfillment: Looking with care on supplier preparation, shipment, delivery, and payment for the P/S are completed based on the contract terms. Ensured that all purchase operations were performed in accordance with company policies and procedures. Performed purchase operations within the assigned budget.  Renewal: Reviewing the experience with P/S are consumed, whether to consider other supplier or to continue with same supplier.  Acquisition of goods and/or services at the best possible total cost of ownership, in the right quantity and quality, at right time, in the right place for the direct benefit or use of the company. Results by planned approach and logical thinking. Good communication skills and leadership qualities.  Good experience as a Purchasing Officer/Buyer, Computer Operator, Secretarial/Clerical work in Procurement. Familiar with all the policies and procedures involved in Procurement. Material enquiry (RFQ), ability to manage and maintain good relationship with vendors/suppliers, corresponding with suppliers, preparation of comparison statement based on quotations, preparation of orders (Talisman), preparations of reports and other records related to Procurement/Logistics dept. |

PROJECTS

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| **1** | **Year: July 2015 (Ongoing project)** | |
|  | Project | **Bausher Wastewater Network Project – Contract B5**  **(Madinat Sultan Qaboos – MSQ Project)** |
|  | Contractor |  |
|  | Position held | **Purchasing Officer/Talisman Operator** |
|  | Reference |  |
|  | Responsibilities | Preparations of RFQ, CS, SMR/RN/Order in Talisman. Correspondence with Suppliers/Vendors – Negotiation, follow-up of orders & RFQ, verifying delivery, receipt & invoices. Preparation of all related reports in Procurement and reporting of Procurement manager. |

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| **2** | **Year: September 2014 (Ongoing project)** | |
|  | Project | **Al Amerat Wastewater Project – Contract A3**  **(AWP Project – Amerat), Sultanate of Oman** |
|  | Contractor | **Consolidated Contractors Company Oman llc** |
|  | Position held | **Purchasing Officer/Talisman Operator** |
|  | Reference | **Mr. Ahmad Ghazal**  **(Material & Procurement Manager)** |
|  | Responsibilities | Preparations of RFQ, CS, SMR/RN/Order in Talisman. Correspondence with Suppliers/Vendors – Negotiation, follow-up of orders & RFQ, verifying delivery, receipt & invoices. Preparation of all related reports in Procurement and reporting of Procurement manager. |
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| **3** | **Year: October 2012 – October 2013** | |
|  | Project | **Bausher Wastewater Network Project – Contract B4**  **(Qurum & Ilam – BWN Project), Sultanate of Oman** |
|  | Contractor | **Consolidated Contractors Company Oman llc** |
|  | Position held | **Purchasing Officer/Talisman Operator** |
|  | Reference | **Mr. Ahmad Ghazal**  **(Material & Procurement Manager)** |
|  | Responsibilities | Preparations of RFQ, CS, SMR/RN/Order in Talisman. Correspondence with Suppliers/Vendors – Negotiation, follow-up of orders & RFQ, verifying delivery, receipt & invoices. Preparation of all related reports in Procurement and reporting of Procurement manager. |
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| **4** | **Year: August 2009 – October 2012** | |
|  | Project | **A’Seeb Sewage Collection & Conveyance System**  **Alkhoudh Gravity Sewer Network – Contact 5B**  **(ASCS Project), Sultanate of Oman** |
|  | Contractor | **Consolidated Contractors Company Oman llc** |
|  | Position held | **Purchasing Officer/Talisman Operator** |
|  | Reference | **Mr. Ahmad Ghazal**  **(Material & Procurement Manager)** |
|  | Responsibilities | Preparations of RFQ, CS, SMR/RN/Order in Talisman. Correspondence with Suppliers/Vendors – Negotiation, follow-up of orders & RFQ, verifying delivery, receipt & invoices. Preparation of all related reports in Procurement and reporting of Procurement manager. |
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| **5** | **Year: October 2006 – July 2009** | |
|  | Project | **Contractors’ JV for the Wadi Dayqah Dams**  **(WDD Project), Quriyat – Sultanate of Oman** |
|  | Contractor | **Vinci – CCC Joint Venture, Sultanate of Oman** |
|  | Position held | **Purchaser / Computer Operator** |
|  | Reference | **Mr. Hosam Al Masri**  **(Project Support Manager)** |
|  | Responsibilities | Material enquiries, preparation of comparison statements based on quotations, preparing purchase orders & purchase requisitions (in ‘SAM’ Program), corresponding with suppliers, follow up material delivery, receipt & invoices, producing all reports and reporting to section head. |
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| **6** | **Year: February 2005 – July 2006** | |
|  | Project | **MAF – Mina Al Fahal Sohar Crude Oil Project (270 km Pipeline Project), Sultanate of Oman** |
|  | Contractor | **Saipem – CCC Joint Venture, Sultanate of Oman** |
|  | Position held | **Secretarial / Technical Clerk / Purchaser / Computer Operator** |
|  | Reference | **Mr. Mohd. Konbr**  **(Procurement & Logistics Manager)** |
|  | Responsibilities | Material enquiries, preparation of comparison statements based on quotations, preparing purchase orders & purchase requisitions (in ‘SAM’ Program), corresponding with suppliers, follow up material delivery, receipt & invoices, producing all reports and reporting to section head. |
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| **7** | **Year: September 2004 – January 2005** | |
|  | Company | **Consolidated Contractors Company Oman llc** |
|  | Position held | **Technical Clerk (Personnel Department)** |
|  | Reference | **Mr. Ghassan Rayya**  **(Personnel Manager)** |
|  | Responsibilities | Clerical & Secretarial Work |
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| **8** | **Year: January 2000 – December 2001** | |
|  | Company | **Infratech Computer Center** |
|  | Position held | **Secretary / Computer Instructor** |
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| **9** | **Year: February 1996 – June 1999** | |
|  | Company | **Al Qudawa Dental Clinic** |
|  | Position held | **Secretary / Receptionist** |

PERSONAL PROFILES

Nationality : Indian

Religion : Islam

Date of Birth : 10.05.1970

Sex : Male

Marital Status : Married

Languages known : English, Hindi, Malayalam & Arabic

Hobbies : Reading, Hearing Music & Chess Play

PASSPORT DETAISL

Passport Number. : L

Date of Issue : 28.05.2013

Date of Expiry : 27.05.2023

Place of Issue : Muscat, Sultanate of Oman

I affirm that the information given above is true and correct to the best of my knowledge.

Place: (Sidhik Kodakkattu Valappil)

Date:

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| **Sidhik Kodakkattu Valappil – CV No 2023764**  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 [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |