**Desmond**

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***CAREER OBJECTIVE***

To take on higher responsibilities and play an integral role in developing, managing and leading business team. Work towards exceeding organisational goals with a positive attitude.

***PROCUREMENT AND LOGISTICS MANAGEMENT PROFESSIONAL***

Qualified & experienced in Procurement and Logistics Management Professional with over 2.5 years of work exposure in Abu Dhabi and 5 years of work experience in Bangalore region. Expertise in Procurement, Logistics, Material Management, Vendor Relations, Cost Management, Supplier Spend Analysis and Administration. Capabilities to lead and supervise a team of professionals and deal independently with local and international clientele in computerised environment. Highly motivated and dedicated, has ability to build strong relationships with senior management, high net-worth clients, suppliers, manufacturers and colleagues. Possess excellent analytical, problem solving, market research, coordination, negotiation, business administration, communication, interpersonal, and organisational skills.

**Recent Job - PHARMALINK Abu Dhabi U.A.E**

Work tenure: From June 9th 2014 till Oct 6th 2016.

Designation: Administration Officer

***Roles and Responsibilities****:*

**Procurement operations:**

* Engaged with direct procurement and handling Logistics operation.
* Evaluation of sales orders and creation of purchase order to procure medicines worldwide and fulfil the needs of the government and private hospitals in U.A.E.
* Evaluation of product pricing, handling RFQ’s and ensure to source the item from the qualified suppliers available worldwide.
* Negotiate with new suppliers in terms of pricing and relevant services that is required to fulfil the orders in time so as to ensure on time delivery.
* Directly deal with hospital purchasing/receiving department to understand their deliverable requirement and provide accurate information and ensure the products are sourced as per their specifications.
* Periodically obtain supplier feedbacks and share relevant information to our stakeholders to ensure smooth flow of operations.
* Frequently visit our regulatory department to study the law of ministry of health in terms of seeking necessary approvals for medicine importation.
* Highly responsible to adhere to the management reporting systems.

**Logistics operations:**

* Careful study in co-ordinating with respect to Storage, Transportation and Delivery of goods.
* Supplier’s stock analysis and instructing them for organising shipments as per company standards and ensure optimum stocks are imported safely and efficiently store in our warehouse. Monitoring sea and air shipments.
* Handling import permits from ministry of health for customs clearance upon arrival. Preparing paperwork for regulatory authorities.
* Efficiently evaluate the cost of transportation, services and inventory within any budget or distribution strategy.
* Negotiating and agreeing contracts with other third party logistics companies.
* Adhere to supply schedules, ensure timely delivery and obtain necessary delivery documents from customers.
* Closely work with the entire supply chain staffs about any issues and fallouts to ensure smooth flow of operations.

***WORK EXPERIENCE***

**I. Hewlett Packard – Global e-Business Enterprise (India-Bangalore)**

Work tenure: May 2009 to April 2014

Designation: **Procurement Operations Analyst** for Global Procurement Management team under Supply chain Management Operations.

***Roles and Responsibilities*:**

1. Procurement Operation:

* Managing end to end procurement operation for PC business (From sales order analysis, Purchase order creation invoice processing and handling Payment and other related issues). Manage Vendor master data and Product price/ Quotations by working closely with the business planners and Vendor contacts, to ensure accuracy in price structure updated in our system.
* Place a confirmed Purchase Orders to the Manufactures/ Vendors/ Suppliers, evaluation of ETA updates and update invoice status to Finance team/Sales team for respective payments, hereby finally accomplishing the fulfilment of orders.
* Use various ERP system for Order management, Change orders requests and order cancellation.

1. Cost Management Operation:

* Purchase Price analysis and validating the Kit Pricing.
* Auditing of Purchase Orders for Invoice reconciliations.
* Preparations of Financial statement for the variance arrived and report it to the finance team for approval and processing for issue of Debit/Credit memo.

1. Spend Management Operation:

* Supplier’s Spend Price monitoring.
* Demand, Supply, Inventory data management.
* Global procurement service operation for commodity and part price mapping.

**Other duties:**

* Daily Price Quote Management.
* Engage with PDM team for BOM structures analysis, and Finance team on invoice postings and payments.
* People management and Handling escalations
* Root Cause Analysis on the regular and critical issues.
* Highly responsible in meeting the TAT (Turnaround Time). Report KPI metrics to my superiors on monthly basis.
* Have Monthly calls with Suppliers to ensure smooth flow of business.
* Engaged in training new hires and train team members on process updates.
* Content development and Record retention management.
* Co-ordination with planners for new business updates.
* Documenting the Issue Logs for quicker resolutions.
* Contact warehouse for product delivered and acknowledgement.
* Work closely with Sales Representative (CSR/IRS) and ensure that we respond with accurate and reliable procurement information.
* Successfully Completed the Data migration project by doing User Access testing from our Local Database to Ariba.

**Leadership Skills:**

* Knowledge Sharing.
* Handling escalations and resolving queries on time.
* Prioritizing the tasks and ensure the deliverables are accomplished in time.
* Initiate training and backup plans to ensure the processes are not affected by any failures and fallouts.
* Implemented (CAPA) Corrective actions and Preventive actions to ensure errors are tracked and well analysed to reduce such errors and improve quality of work life. (Part of ISO 9001 implementation programme).

**Process transition in Hewlett Packard Enterprise:**

Successfully transitioned AMS Financial Controls (PO Auditing process) business operations process having travelled to California, USA in the year August 2009.

**Awards:**

* Bright Sport award for process transitions.
* Job Well done award from stakeholders.
* Best performer award and Job Excellence award (Spotlight award).
* Charisma Project implementation success award, (ISO 9001 programme).
* Exceptional Service medal for Outstanding Performance in procurement ops.

**II. Thomson financial corporation (India-Bangalore)**

Work Tenure: Nov 2004 till June 2008

Designation: **Contracts Researcher** in contracts management department.

***Roles and Responsibilities*:**

* + Researching client’s legal contracts from the repository. Evaluation and processing of service-contracts for amendments, renewals or cancellation.
  + Researching contractual terms in the master agreements.
  + Maintaining the call reports and email communication records concerned with processing of contracts.
  + Frequent communication with the relationship managers, billing departments and their associates to understand the amendment in the contractual terms.

**III. Happy Home Constructions (India-Bangalore)**

Work Tenure: From July 2002 to Oct 2004

Designation: **Marketing Manager** - Marketing of real estate properties.

**Roles and Responsibilities:**

* + General Administration
  + Market survey
  + Training and development programs
  + Client follow ups
  + Sale promotional activities
  + Property registration in-charge
  + Achieving the sales target and publishing the reports to the management.

***ACADEMIC QUALIFICATION***

* **Masters of Business Administration** - Specialisation in Marketing Management from Mangalore University 2002
* **Bachelor of Business Management** Cauvery College affiliated to Mangalore University 2000

***CERTIFICATION***

* **Certified in Logistics and Supply chain management** from LLA U.K in 2016**.**
* **Certified in Procurement domain -** from Indian Institute of Materials Management 2012.

***COMPUTER PROFICIENCY***

* Microsoft office.
* ERP systems: SAP MM, Epicore MM (SAP platform), Vista, JDEdwards and Syros

***STRENGTHS***

* Excellent Communication and Presentation skills.
* Quick learner.
* Analytical thinking.
* Project management skills
* Ability to multi task.
* Leadership skills.
* Hardworking and Honest.

***PERSONAL DETAILS***

**Date of Birth :** 16-03-1979

**Marital Status :** Married.

**Nationality :** Indian.

**Fathers Name :** Nelson Rodrigues.

**Languages known :** English, Hindi, Malayalam, Kannada and Tamil.

**Availability :** From 10th Oct 2016.

**UAE Driver License:** I have a valid U.A.E driving License and own vehicle.

**Declaration: -** I hereby declare that the details furnished above are true to the best of my knowledge.