

Pradeep Kumar

***Procurement Executive / Executive Assistant / Secretary***

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**Professional Profile**

Results-oriented and adaptable professional, with 20 years of experience working within the high-value public sector across Domestic & Overseas companies; specialising in Administration & Secretarial, Material Management, Negotiation & Comparisons, CHA clearance, Transport arrangements, SAP, Oracle, Document Controls. A resourceful and diligent leader able to deliver the commitments in alignment with stringent timelines whilst ensuring the organizational rules & regulations & Target are consistently met. Possesses sound negotiation and communication skills with the ability to form positive and productive relationships with managers and vendors ensuring project deliverables are consistently met. An effective professional with astute multidisciplinary leadership skills, exceptional planning, troubleshooting and risk management expertise; able to successfully develop and implement strategies to the required best practice.

***Areas of Specialism:***

* Material Management
* Supply Chain
* Logistics outsourcing & Transport Arrangement
* Store & Stock Management
* Warehouse Management
* Import Procurement & CHA Clearance
* Stenography
* Meeting arrangement & Minutes of Meeting
* Air Ticket & Hotel reservations
* Hospitality
* Confidentiality
* Proper File Management

**Key Skills**

* **Material / Supply Chain Management:** Highly competent and knowledgeable Procurement Executive; specializing in overseeing entire project requirements & manufacturing raw materials like Steel, Zinc & Bought out items, Transport arrangement, CHA clearance, Negotiation, Vendor development to complete the project target in scheduled time.
* **Management:** Innovative professional with experience of overseeing suppliers ensuring company and client objectives are consistently met in line with regulations and specifications.
* **Strategic Problem Solving and Planning:** Innovative and proactive planner with astute problem solving skills. Able to ‘think outside the box’ and successfully formulate solutions to ensure project objectives are met.
* **Communication:** Commands sound communication, negotiation and relationship management skills; able to form productive relationships with clients, subcontractors, stakeholders and vendors to facilitate collaborative working.
* **Secretarial Functions** : Management portfolio & information to keep secretly for the benefit of management & company secrecy.

**Career History**

2015 – PRESENT **DOCUMENT CONTROLLER** AL ARRAB CONTRACTING COMPANY, SAUDI ARABIA

***Key Responsibilities:***

* + **DOCUMENT CONTROLLER**
* Collecting Supply Requests from all Sites (Total 7 sites)
* Get the required authorization & submit to Procurement department
* Follow up with the Procurement department & ensure the delivery in time
* Get the Delivery Note duly signed from the respected Site In charges
* Preparation of Letters & submit to the Consultant
* Upload the documents in PCM Software (linked to the Consultant)
  + **EXECUTIVE SECRETARY**
* Looking after Projects Director as well as Sr. Project Manager (Head Office)
* Record Maintaining/Proper filing of day to day papers regarding to Projects
* Drafting Letters for the higher authorities
* Meeting arrangements & recording Minutes of Meeting for distributing & follow up
* Business Trip arrangements for both Domestic & International trips with appropriate travel & hotel management
* Recovering the Expenses of business trips through Oracle system.
* Management of Office supplies
* Updating the Organization Charts for any vacant positions
* Arrangement of Interviews for the vacant positions & submitting to Recruitment Department for issuance of their offer letters / Appointment Letters.

2012 - 2015 **LOGISTICS COORDINATOR – CUM -** SAUDI BIN LADEN GROUP

**STORE KEEPER – CUM – SECRETARY TO AREA MANAGER**

***Key Responsibilities:***

* + **LOGISTICS COORDINATOR**

Responsible for all on site aspects of the logistics, supply chain, and customer delivery operations. In charge of making sure that each stage of the distribution process is progressing on time, on budget and to the right quality standards.

* + - Working with multiple customers at the same time.
    - Conducting disciplinary, capability and grievance investigations and taking appropriate action to address any failings.
    - Responding to all customer complaints or queries in an efficient manner.
    - Visiting key clients to build relationships and identify their key needs.
    - Conducting crime and loss investigations into missing stock and loads.
    - Ensuring the efficient running of administration and office procedures.
    - Actively managing subcontractors to ensure that they perform in line with their contractual agreements.
    - Supervising the completion of all checks and documentation required by law.
    - Monitoring and tracking the flow of goods into the warehouse.
    - Controlling the order cycle.
    - Preparing reports for Vehicle Accidents
    - Maintaining the records of Rental & Owned Vehicles, Vehicle logbooks, fuel consumption etc.
    - Hotel & Air Ticket Booking for the top officials.
  + **STORE KEEPER**
    - Store Management related to all consumable / constructional items mean to site execution purpose.
    - Keeping On time Stock availability
    - Maintaining the Stock Record, Passing out the requirement of daily usage items by keeping the minimum stock availability position.
    - Handling Cash Management for Local procurement like Cookery & Stationary Items for Office Administration
  + **SECRETARY TO AREA MANAGER**
    - Record Maintaining/Proper filing of day to day papers regarding to Projects
    - Drafting Letters for the higher authorities
    - Meeting arrangements & recording Minutes of Meeting for distributing & follow up
    - Business Trip arrangements for both Domestic & International trips with appropriate travel & hotel management
    - Recovering the Expenses of business trips through Oracle system.

1997 – 2012 **ASST. PURCHASE OFFICER** KALPATARU POWER TRANSMISSION LTD.

***Key Responsibilities and Achievements:***

* + **STENO – TYPIST / SECRETARY TO C.E.O. (1997 – 1999)**
    - Record Maintaining/Proper filing of day to day papers regarding to Projects
    - Drafting Letters for the higher authorities
    - Meeting arrangements & recording Minutes of Meeting for distributing & follow up
    - Business Trip arrangements for both Domestic & International trips with appropriate travel & hotel management
    - Recovering the Expenses of business trips through SAP system.
    - Management of Office supplies
  + **PURCHASING FUNCTIONS (Bought Out Items) (2011 – 2012)**
    - Analyze the project requirements of Bought Out Items & inquiry placement to various domestic vendors.
    - Preparing Comparison of prices based on the budgetary parameters & recommends the senior for releasing Project Contract for long period after negotiation with the concern suppliers.
    - Analyze the requirement of Bought Out Items as per the site requirement & placed the Purchase Orders on SAP to the contractual vendor.
    - Arranging the Inspection Call through Quality Control Department & arranging the inspection clearance.
    - Preparation of Dispatch Instruction to the respective vendor.
    - Follow-up for dispatches & collect the dispatch documents for preparing Packing List to the client.
    - Generating daily / weekly / monthly progress reports, monitoring project status, cost & time reconciliation.
  + **PURCHASING FUNCTIONS (Steel - Import) (1999 – 2011)**
    - Enquiry with Import suppliers on monthly basis for Steel Angles & Billets
    - Preparation of Rate comparison sheets comparing to domestic prices
    - Co-ordination with Planning Department for Import Quantities considering the future projects.
    - Preparation of Purchase Order in SAP & getting acceptance of PO from the supplier.
    - Follow up with the suppliers for the rolling / shipment status of ordered materials.
    - Preparation of Letter of Credit with the co-ordination of Finance Department & follow up for final LC without any amendments.
    - Upon receipt of Shipping documents, compare with the ordered materials & the requirements of Letter of Credit to minimize the discrepancy from the bank.
    - Co-ordination with CHA for clearance at Port / Custom Authority, asking for the Bill of Entry & arranging the Custom Duty either by Draft or clearance against the EPCG / Advance Licenses.
    - Arrangement of transportation for removal of materials from Port Trust.
    - Conducting the ISO Audit for Procurement Department.
    - Co-ordination with Quality Department for material quality & for any NCR, inform to supplier for necessary improvements.
    - Ensure the payment to be made in time to all the concern authorities like Supplier, CHA & Transporter.

**Early Career Summary**

1996 – 1997 **STENO TYPIST (PROCUREMENT DIRECTOR)** AMTECH ELECTRONICS PVT. LTD.

**Education and Professional Training**

* Master of Business Administration (M.B.A.) completed through Postal / Correspondence Coarse from ISBM Institution during the year 2011 (September)
* **Bachelor of Arts (B.A.) (Main : Economics)** completed as an External Student from renowned Educational Institution (Gujarat University) during the year 2002 (May)

**Additional Information**

**Nationality:** INDIAN

**Languages:** Fluent in English, Hindi, Gujarati, Malayalam

**Date of Birth:** 4th November 1976