|  |  |
| --- | --- |
| C:\Users\user\Desktop\1.JPG | SYNOPSIS |

### SIVAKRISHNAN

###  SIVAKRISHNAN.342931@2freemail.com

###

###

***EDUCATION***

 ***Master’s in Business Administration India***

 ***Bachelor of Commerce India***

***WORK EXPERIENCE***

***31 years in Purchase Management, Inventory Management, Warehouse Supply Chain, Logistics Management and General Administration handling varied responsibilities that included the effective utilisation of resources, improving processes, increasing quality and reducing costs in fast-paced, high-tech environments that require skills in negotiation, quality management and team building.***

***FORTE***

* Achievement oriented with excellent people management skills and an ability to manage change with ease.
* Proven strength in problem solving, coordination and analysis.
* Strong communication, interpersonal, learning and organizing skills matched with the ability to manage stress, time and people effectively.
* Ability to train and motivate subordinates.

***QUALITIES***

* ***Strong inter personal and communication skills.***
* ***Integrity and objectivity.***
* ***Character. Page 1 of 5***

 ***RESUME***

***PERSONAL***

***Nationality Indian***

***Marital Status Married***

***Driving license India/Qatar/Oman/Uganda***

***EDUCATION***

Master of Business Administration Indian Institute of Materials Management, India,

(Materials Management) in 1986

Bachelor of Commerce Kerala University, India, in 1979

PROFESSIONAL DEVELOPMENT

PROGRAMS

Training Programs Completed a course on Basic Managerial Skills in 2000.

Completed a course in Communication Skills in 1999.

Attended a program on Negotiation Skills in 1998.

#### COMPUTER SKILLS Excel, Word and Power Point.

 ***Page 2 of 5***

#### JOB PROFILE

**Oceanic Trading & Contracting Co. Kuwait**

**Position: Procurement Manager Sep 2015 - Present**

**Roles and Responsibilities : Handling the needs of Kuwait Clientele like KNPC,KOC etc. and Qatar Clients like Qchem,Qatar Petroleum, Qatar Gas,RasGas,Kentz Qatar requirement related to the material, Service and training requirements on the Job.**

**Sterling Oil Resources and Energy Production Co.Ltd,Lagos,Nigeria**

**Position : Procurement and Contracts Manager Oct 2013 – September 2015**

**Roles and Responsibilities: Handling the department in framing varied contracts, bidding for contracts, procurement of varied materials etc .**

**Imperial Trading and Contracting Co Doha, Qatar**

**Position Held: Procurement Manager MEP Oct 2011 – Sep 2013**

**Roles & Resposibilities:Handling the procurement both indigenous and imports of MEP projects executed by the group in Doha, Qatar**

**Ray International LLC Muscat**

**Position Held: Procurement Manager Aug 2009 – Sep 2011**

**Roles & Responsibilities: Two years contract handling the procurement both indigenous and imports of Oil Gas, Energy, Tech.services divisions of the Group for their varied projects of Petroleum Development Of Oman and other Gov. agencies.**

**Med gulf Construction Co WLL Doha, Qatar**

**Position held: Procurement & Administration Manager April 2007 – July 2009**

**Roles& Responsibilities: One year project and was handling the procurement,Inventory,Warehouse and Logistics for QatarGas,Qatar Petroleum,Mcdermot Job necessities etc. and even handling bulk imports of Consumables, specialised products, services etc.**

##### Berger Paints Uganda Limited Kampala Uganda

###### Position General Manager April 2005 – April 2007

**Roles & Responsibilities**

**Was handling Procurement,Inventory,Warehouse,Logistics,Supply chain planning, finance and administration of the Ugandan operations.**

 ***Page3 of 5***

##### Rezayat Trading Company Limited, Saudi Arabia

###### **Position held**

**Senior Buyer Technical July 2004 – April 2005**

**Company Profile**

**A renowned large group ‘Alireza’ executing all engineering contracts Of Royal Commission with diversified interest in catering.**

**Roles & Responsibilities**

**I was handling the procurement of the Royal Commission of Jubal and Yanbu for Saudi Aramco,Sabic etc. This was a one year project completed ahead of schedule and was rewarded with bonus.**

***Essar Construction Ltd, Gandhinagar January 1993 –January2004***

***India***

***Positions held***

***Deputy Gen.*Manager (Purchase) April 2002**

**Manager (Purchase) April 2000**

**Deputy Manager (Purchase) April 1998**

**Senior Officer (Purchase) April 1996**

**Officer (Purchase) Jan 1993**

***Company profile***

***A Civil and Mechanical Engineering company handling Turnkey projects in Gas and Water pipeline, Refinery, Underwater pipeline and blasting, with a turnover of USD 20 million. Was handling the purchase of all automobiles and its associated spares.***

***Roles and Responsibilities***

***Managing and supervising operations to ensure smooth functioning Providing overall direction and ongoing evaluation of complete operations.***

***Effectively managing all correspondence and a team of purchase and stores assistants.***

* ***Directly responsible for handling the logistics and administration of Stores and Purchase.***
* ***Coordinating the timely, correct supply and delivery of materials.***
* ***Handling liaison with transporters and Government authorities.***

 ***Developed an efficient inventory control system.***

***Achievements***

***Consistently obtained optimum price for quality purchases and scrap disposals.***

 ***Page 4 of 5***

***Toshiba Anand Batteries, Cochin September 1980 to December 1992***

***India***

***Position held***

***Senior Executive 1980 - 1991***

***Company profile***

***The First Dry Cell Manufacturing company in India with an annual turnover of USD 10 million.***

 ***Roles and Responsibilities***

* ***Maintained efficient control on stocks, keeping minimum inventory.***
* ***Ensured cost control and quality satisfaction.***
* ***Handled scrap disposal.***