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**SIDHEEK**

**SIDHEEK.371792@2freemail.com**

**(CPP- Certified Purchasing Professional) from American Purchasing Society**

**OBJECTIVE:**

A hardworking, pro-active Purchasing Manager with an upbeat and positive attitude, who is looking for an opportunity to make a big difference in a business that, is moving forward. Possessing a track record achievements and proven ability to manage the vendor / supplier base to reduce lead time and cost where ever possible. Result driven and able to use initiative to develop effective solutions to supply problems, whilst having a active and dynamic approach to work and getting things done efficiently. Looking for a suitable managerial position with an exciting and ambitious company that offers genuine room for progression, that my skills and experience can be fully utilized to the entire satisfaction.

**EDUCATIONAL QUALIFICATION:**

* Passed SSLC (Secondary School Leaving Certificate), Examination in 1990.
* Completed Pre-Degree Course from Calicut University, Kerala in 1992
* Diploma in Computer Studies from Kerala, India
* Microsoft Word, Excel, Power Point from Abu Dhabi, U A E

**Work Experience:**

**(Total: 20 Years in Abu Dhabi, UAE as a Purchaser for Construction Industry)**

* **Currently Working as Purchasing Manager (Since 2016 till date)**

**in Abu Dhabi, U A E**

**Started as Sr. Purchaser with Ghantoot Group (Ghantoot Tpt. & Gen.Contg.Est.) (Building Division) (Since: 06/06/2007 to 28/02/2016) & currently working as Purchasing Manager with Ghantoot Buildex General Contracting (since: 01/03/2016 till date)**

* Purchasing various construction Civil, Electrical and MEP Materials (Consumables & Permanent), Heavy Equipment’s, Tools, Vehicles & Machineries etc..
* In charge of overall activities of purchase department.
* **Sr. Purchaser with JV Project (since October 2011, till February 2016)**

I have been working with high valued **JV Project of (Consolidated Contractors International Company) (S.A.L) & Ghantoot Group (Presidential Palace Project at Abu-Dhabi, UAE) (From October 2011 – Till 29 February 2016)**

Responsible for organizing and maintaining a central facility for the purchase of all goods, services and contracts on a best price / best quality basis. Also ensuring the smooth supply of permanent material, consumables, vehicles, machineries & equipment to the company.

**Duties:**

* in charge of overall activities of purchase department
* Managing, developing & improving the purchasing team.
* Reviewing all contracts/agreements to achieve ‘best price/best quality’ purchasing.
* Establishing terms, pricing, quality requirements, delivery & contracts.
* Maintaining records of supplier contracts, agreement, goods ordered & received.
* Managing vendor relationships and building effective management of database.
* Giving sourcing input to colleagues to aid purchase planning & development.
* Controlling the purchase and supply of all procured items & services.
* Processing of received requisitions & purchase orders for purchase.
* Reviewing prices, terms & conditions from different supplier to making comparison & reporting to the management for approval for LPOs.
* Purchasing of various construction Materials (Consumables & Permanent), Heavy Equipment’s, Tools, Vehicles & Machineries etc.
* Adhering to all company policies with particular regard to accounting procedures
* Making recommendations & advising senior management on all purchasing issues.
* **Senior Purchaser for 4 Years in Abu Dhabi, U A E**

**Ghantoot Group (Ghantoot Tpt. & Gen.Contg.Est.) (Building Division)**

 **Senior Purchaser** (since June 2007 till 2011 September)

(Purchasing various construction Materials (Consumables & Permanent), Heavy Equipment’s, Tools, Vehicles & Machineries etc..

**Duties:**

* In charge of overall activities of purchase department.
* High level of integrity & professionalism in transactions & conduct with suppliers.
* Execution and monitoring of all purchasing duties.
* Managing, developing & improving the purchasing team.
* Reviewing all contracts/agreements to achieve ‘best price / best quality’ purchasing.
* Establishing terms, pricing, quality requirements, delivery & contracts..
* Managing vendor relationships and building effective management of database.
* Controlling the purchase and supply of all procured items & services.
* Preparing & processing of received requisitions & purchase orders for purchase.
* Reviewing prices, terms & conditions from different supplier to making comparison & reporting to the management for approval for LPOs.
* Purchasing of various construction Materials (Consumables & Permanent), Heavy Equipment’s, Tools, Vehicles & Machineries etc.
* Adhering to all company policies with particular regard to accounting procedures.
* Making recommendations & advising senior management on all purchasing issues.
* **Purchase Officer for 10 years in Abu Dhabi, UAE**

I have been working with **M/s. Al Firas Gen. Contr. & Maint. Est.**

As **Purchase Officer** for 11 years (since 1997 till 2007 May)

(Purchasing various constructions Civil, Electrical, MEP Materials for Schools, Colleges, Multi Storied Buildings & Villas etc…)

* Having Good Knowledge of all categories Building Materials in the market.
* Maintaining all records of Evaluation of suppliers, Approval of the new supplier & Master LPOs.
* Studying & analyzing specifications for materials and preparing comparisons for various projects like schools, villas, multistoried buildings etc…
* Preparation of ‘Request for quotation’ RFQ.
* Reviewing prices, Terms & conditions from different supplier to making comparison & reporting to the management for approval for LPOs.
* Good interaction with Supplier for faster delivery & Accounts Dept. for Payments follow up
* Having excellent Interpersonal skills, confident and poised in interactions with individuals.
* Having excellent Communication skills in English & Arabic
* Having excellent skills for Negotiations with supplier and Price comparison and analysis as per **ISO 9001: 2008 & ISO 9001: 2000 Quality Management Systems.**
* **Purchase and Sales Manager (from the year 1992-1996) in India**

 For Various medicines in the market.

 With M/s. Afeela Medicals Patter Nadakkavu, Kerala, India (2 Years)

 With M/s. A.A Medicals Vairangode, Kerala, India (2 Years)

**OTHER ACTIVITIES & HOBBIES:**

Watching News TV’s, Net surfing, Music, Reading & Traveling

**OTHER ACHIEVEMENTS**

* Certified Purchasing Professional (from American Purchasing Society) on 2013
* Completed Quality Management System internal Auditing course by BUREAU VERITAS in 2007
* Completed Internal Audit of Quality Management System Training by Shawa Management Services in 16th March 2009
* Completed Awareness of Quality Management System Training by Shawa Management Services in 9th March 2009
* Completed Awareness of Environmental Management System Training by Shawa Management Services in 16th March 2009.

**COMPUTER SKILLS**

* Certificate on Microsoft Office tools (MS word, Excel, PowerPoint) & Internet approved by Ministry of Education, Abu Dhabi, UAE
* Diploma in Computer Studies in 1993 from Kerala, India
* Microsoft Word, Excel, Power Point from Abu Dhabi, U A E
* ERP System known: Operating all PR’s PO’s Reports etc.. with **“ Oracle Fusion Software”**

**DECLARATION:**

I consider myself hard working and firmly believe that if given a chance I will work sincerely and to the best of my ability.

I hereby declare that above particulars are true to the best of my knowledge and belief.