**Vinita Manuel**

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**Email: vinitaman@gmail.com**



**Professional Profile**

**A results-oriented professional with broad and diverse commercial skills and experience.**

**Extensive knowledge gained in the Middle East & India. Track record of delivering significant, positive impact within the team and across business functions. High achiever in meeting objectives through teamwork, self-motivation and effective planning.**

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|  |  |  |  |  |  |  |  |  | **Areas of Expertise** |  |  |  |  |
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|  | **Project Procurement** |  |  |  | **Quality Assurance** |  |  |  | **Audit Documentation** |  |  |
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|  | **Buying** |  |  |  |  |  | **Quality Control** |  |  |  | **Logistics Co-ordination** |  |  |
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|  | **Expediting** |  |  |  |  |  | **Invoice Management** |  |  | **General Administration** |  |  |
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|  |  |  |  |  |  |  |  | **Employment History** |  |  |  |
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| **Saipem Contracting** |  |  | **July 2012 – November 2016** |  |  |  |  |  |  |  |
| **Netherlands B.V, Sharjah** |  |  |  |  |  |  |  |  |  |
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**Project Buyer**

**Source a wide range of operational, repair, and maintenance material as required by the contracted end users with accordance to ISO 9001 guidelines.**

**Requesting quotes from qualified suppliers in response to end user requirements and verifying the received quotes to assure their accordance with the company policies.**

**Contacting preferred suppliers and negotiating influentially to evaluate their ability to meet specific contract requirements and discussing objectives.**

**Generating credit applications for contracted suppliers and establishing suitable payment terms which accords with ISO guidelines.**

**Control monthly purchasing within stipulated budget and reporting cost savings and discounts received to the manager on a monthly basis.**

**Generating supplier orders, registering them, and ensuring that they are received by the suppliers.**

**Expediting continuously with suppliers and updating order status and delivery reports on a daily basis and reporting to installations on a weekly basis.**

**Using Six Sigma process to measure supplier performance; its development and providing feedbacks to suppliers. Identify and document non-conformities including vendor performance issues, and coordinating with relevant internal or external functions in the resolution of those quality-related problems by initiation of appropriate corrective or preventive action.**

**Liaising with freight forwarders for transport, customs, OS&Ds and ensuring goods are received within the stipulated time.**

**Mediating between suppliers and the accounts department for issues with invoices, payments and proformas. Maintain positive relationships with representatives of both end users and vendors.**

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| **Saipem S.p.A. IRAQ,** | **May 2011 – June 2012** |  |
| **Dubai** |  |
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**Procurement Assistant**

**Accepting enquiries from sales team and registering them in the system-SAP. Check stock & latest prices and generate quotation to clients.**

**Contact suppliers for regular updates on stock, prices, discounts and placing purchase orders.**

**Continuous search of cheaper sources of supply with shortest lead times, check for references, negotiate and establish contracts.**

**Updating contract terms and conditions with suppliers every 6 months.**

**Forwarding supplier proforma/commercial invoices to credit control, explaining payment terms & conditions to them.**

**Chasing suppliers regularly for order status and explaining to the sales team. Keep a check on order receipts and look for over, short, and damaged cargo.**

**Attend monthly meetings on spend & sales with the management and sales team.**

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| **Beta Industries FZCO,** |  | **April 2010 – April 2011** |  |  |
| **Jebel Ali** |  |  |  |
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**Administrative officer**

**Responsible for follow-ups, invoicing, quotations, receiving/distributing answering all enquiries. Liaising with warehouse department for packing, stock verification and delivery.**

**Preparing reports on stock requisition, back orders, pending deliveries, sample report.**

**Coordination with shipping company for export shipments, documentation, Letter of Credit and scheduling. Providing confidential and efficient administrative and secretarial support**

**Liaison point between procurement function, Executive and Senior Management. Handling confidential document and PRO related works.**

**Organizing and maintaining an accurate filing system and ensuring accurate documentation and record keeping Establishing contacts with different personality in travel arrangement, hotel booking & arranging conference.**

**Sorting out mail to various outlet, forwarding faxes to right departments.**

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| **Asian International Pvt.** |  | **Dec 2006 – Mar 2009** |  |  |
| **School, Abu Dhabi, U.A.E** |  |  |  |
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**Secretary / Accountant**

**Provide support to school staff by conducting calendar management, meeting coordination, mail processing and correspondence, and travel arrangements.**

**Process routine requests for information, process reports and respond to correspondence directed to School Management**

**Co-ordinate routine purchasing, file management and storage, phone and personal reception, equipment repair coordination.**

**Collect and deposit student fees and maintain account statements.**

**Serve as profile coordinator to process request for new hires, transfers, and temporary employees. Prepare expense reports, spread sheets and presentations.**

**Screen all phone calls; handles problems that may arise with vendors; may track payments for vendors; keeps records of all invoices; may keep records of special projects assigned to superior.**

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| **Camellia Academy** | **Nov 2004 – Nov 2006** |  |
| **Ernakulam, Kochi, Kerala** |  |
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**Trainer- IELTS, Communicative English**

**Train candidates who approach the company looking specifically for IELTS coaching.**

**Responsible for IELTS training material design, delivery, regular updating of training resources so that the content remains suited to the changing standards and learning environment**

**Mentor new IELTS trainers who join the company**

**Continuously monitor and develop new content to keep the training at the cutting edge, fresh and in-sync with th changing requirements of the test.**

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| **Gabbi Foods, Kochi,** |  | **March 2002 – October 2003** |  |  |
| **Ernakulam, Kochi, Kerala** |  |  |  |
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**Secretary**

**Read all incoming correspondence; documents all correspondence received on automated system; routes mail an superior's instructions to appropriate parties; follows-up on correspondence with response dates.**

**Answer correspondence addressed to the executive;**

**Meet with and interviews visitors of the executive; give speeches to groups on various aspects of departmental operations.**

**Prepare speeches which are presented by department officials.**

**Prepare a variety of manuals, procedures and policy statements which serve as internal guidelines**

**Keep clerical reports of a large number of employees; demonstrates confidentiality when handling sensitive repo and/or documents; composes and completes technical forms.**

**Operate multiple phone lines, copiers, fax machines, and computers**



**Education & Training**

**Bachelor of Education in Social Science, Mahatma Gandhi University, India, April 2005 Bachelor in Sociology, Mahatma Gandhi University, India, April 1998**

**Certificates**

**AQPP (Asset Qualified Professional Program - Aptech)**

**Operating Systems/ software**

**SAP, Windows, MS Office Suite, Excel, Power Point**

**Other Professional Development Courses Attended:**

**Counterparty Risk Analysis Methodology – VERC (Vendor Risk Evaluation Card), 18-22 August 2014 Location: Milan, Italy**

**Local Vendor Qualification Processes for Non Critical CCs**

**Oct 2015 Location: Sharjah, UAE**

**Languages: English, Hindi, Malayalam**

**References: Available upon request**