**SHAJEN**

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Best time to call: Anytime

**Personal Particulars**

Date of Birth: 11 May 1968

Nationality: Indian

Gender: Male

Marital Status: Married

Visa Status: Employment Visa

*Seeking an opportunity as a* ***Procurement Manager*** *to utilize my skills, and education to contribute towards employer objectives, profitability, and success with a company offering potential for challenge and growth*

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| --- | --- |
| CAREER SNAPSHOT  * An organized and reliable professional with over 16 years of experience in Procurement as a Procurement Manager with different Group of Companies in diversified field in Dubai, UAE. * Dynamic, proactive, flexible, adaptable multi-cultural environments, dedicated, conscientious and efficient in meeting deadlines. * Deft in overseeing the management of change and the provision of business focus solutions in a fast moving environment. * Excellent track record of establishing program on continuous workforce development including setting priorities for improvement actions, integrating workforce development with process improvement and establishing a culture of excellence. * Maxine possess impressive purchasing and supply chain experience and is more than able to play a significant part in the success of any purchasing department. * Key strength is ability to make sure only appropriately skilled people are involved in the development of the company's purchasing strategies. * During the career consistently performed all the duties in alignment with the core values of the employer. * Key skills include gaining a competitive advantage in all negotiations and managing purchasing risks effectively. * A results driven, hardworking and capable procurement manager with a track record of significantly reducing costs and also improving a company’s processes and corporate purchasing programs. * Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. * Always delivering results against strategic objectives, whilst working within the organizations core values and beliefs. | EXPERTISE  * Procurement & Planning * Contract Management * Mitigating Risk Management * Supplier Relationship Management (SRM) * Industry Expertise * Inventory & Warehouse Management * Team Management * Analytic Skills * Negotiation Skills * Communication Skills * Change Management  OTHER EXPOSURE  * **Valid UAE Driving License**   Light Vehicle No.3  06.10.2002 - 06.10.2022   * ISO 9001:2000, Quality Management awareness Program conducted by Texas Management Consultants, Dubai. |

##### AVAILABILITY: Ready to relocate at the earliest | Possess no bond with current employer

##### LANGUAGE SKILLS

* Fluent in English, Hindi, Malayalam and Arabic

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

* Maintain records of goods ordered and received.
* Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
* Prepare and process requisitions and purchase orders for supplies and equipment.
* Control purchasing department budgets.
* Interview and hire staff, and oversee staff training.
* Review purchase order claims and contracts for conformance to company policy.
* Analyze market and delivery systems in order to assess present and future material availability.
* Develop and implement purchasing and contract management instructions, policies, and procedures.
* Participate in the development of specifications for equipment, products or substitute materials.
* Represent companies in negotiating contracts and formulating policies with suppliers.
* Review, evaluate, and approve specifications for issuing and awarding bids.
* Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
* Prepare reports regarding market conditions and merchandise costs.
* Arrange for disposal of surplus materials.

##### Work EXPERIENCE

**Wooden Art Industries LLC & Al Tela’a Technical Industries Co. LLC Nov 2012 – Till Date P.O. Box: 23426, Dubai, U.A.E.**

**Procurement Manager**

* Research dependable and competitive suppliers and good sources of raw materials to strengthen item supply pool.
* Maintain good relationships with customers and suppliers so everything runs smoothly for future biddings and negotiations.
* Review RFPs from customers and preparation of Quotations, Tenders, Proposals and Purchasing Agreements in accordance with the received RFP in a clear and prepared manner.
* Coordinate the preparation of procurement documents, utilizing sound sustainable procurement practices, while adhering to Company’s company policies as required.
* Schedule, organize and facilitate Job-Site and/or Pre-Bid meetings related to Quotations, Tenders and Proposals.
* Issue Addendums to Quotations, Tenders and Proposals, as required.
* Use judgment, diplomacy and confidentiality with respect to the complete procurement process, ensuring integrity of the respondents bid information.
* Involvement in preparation of contracts and tender awards that may be confidential or contain sensitive information related to property or personnel, or legal implications, if required.
* Prepare and maintain contracts after award, ensure that all documents are kept current and complete. Confer with suppliers regarding delivery, quality, etc. to ensure that the requirements are met.
* Monitor contracts and vendor performance and consult with vendors and/or user departments to implement corrective action when required.
* Arrange for samples, testing and evaluation of new products. Ensure Company’s awareness of product lines of new suppliers if required.
* Contribute to the development and formulation of purchasing procedures and practices as required.
* Participate in possible future projects and assignments related to procurement, as required.
* Prepare presentation material customized to each customer to meet their requirements for the upcoming project bid.
* Liaise with developers, construction companies, designers and consultants to stay in touch with the most recent construction news. Get news of upcoming projects before they are released on the press to get an upper hand in the field.
* Participate in exhibitions related to developers and building materials for networking and continuous sourcing of vendors.
* Vendor negotiations regarding contract terms, pricing, shipping terms and other necessaries to fulfill Company’s and the customer’s requirements.

**Saleh Constructions (A member of Saleh Bin Lahej Group) Aug 2009 – Sept 2011 P.O. Box: 3741, Dubai, U.A.E.**

**Procurement Manager**

* Making Decisions and Solving Problems-- Analyzing information and evaluating results to choose the best solution and solve problems.
* Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
* Judging the Qualities of Things, Services, or People -- Assessing the value, importance, or quality of things or people.
* Documenting/Recording Information -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
* Training and Teaching Others -- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
* Provide Consultation and Advice to Others -- Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
* Scheduling Work and Activities -- Scheduling events, programs, and activities, as well as the work of others.
* Updating and Using Relevant Knowledge -- Keeping up-to-date technically and applying new knowledge to your job.
* Monitoring and Controlling Resources -- Monitoring and controlling resources and overseeing the spending of money.
* Resolving Conflicts and Negotiating with Others -- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
* Guiding, Directing, and Motivating Subordinates -- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
* Inspecting Equipment, Structures, or Material -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
* Developing Objectives and Strategies -- Establishing long-range objectives and specifying the strategies and actions to achieve them.
* Staffing Organizational Units -- Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.

**Sense Of Style LLC Nov 2002 – Jun 2009 P.O. Box: 37932, Dubai, U.A.E.**

**Procurement Manager**

* Scheduling and timing of orders.
* Updating and maintaining the supplier database.
* Making sure there is minimum wastage and production cost targets are achieved.
* Ensuring customer specifications are met.
* Issuing enquiries, receiving and evaluating tenders.
* Obtaining material and equipment costs for estimating purpose.
* Obtaining technical information and advice.
* Awarding Purchase Orders.
* Follow up on delivery promises.
* Responsible for product quality.
* Making strong and usual decision on time.
* Issuing Status Report.
* Monitoring and measuring company initiatives.
* Maintain accurate supplier billing and resolving invoicing issues.
* Developing purchasing strategies.
* Provide Weekly Report to the General Manager.

**Sense Of Style LLC Nov 2001 – Nov 2002 P.O. Box: 37932, Dubai, U.A.E.**

**Assistant Procurement Manager**

* Reporting directly to the Procurement Manager, assist with vendor selection and bid evaluations.
* Ensure about the cost, quality and availability of product before purchasing.
* Maintain and update all sales and purchasing reports for forecasting and cost tracking.
* Provide administrative support to the purchase department.
* Provide optimum procurement solutions based on best business practices against time, cost and quality to ensure fit for purpose items are procured.
* Evaluate purchase orders and find ways for cost cutting.
* Analyzed vendor invoices and cross-checked it with the quantity received.
* Coordinate with account department for invoice processing.
* Building and maintaining an active role in resolving supplier disputes and tackle many issues related to the full supply chain
* Update concerned department about procurement of materials.
* Reporting directly to the Procurement Manager, assist with vendor selection and bid evaluations.
* Sale of scrap, salvage and surplus.
* Provide Daily Report to the Procurement Manager.

##### Academic Qualification

* MBA Pursuing (Master of Business Administration – SCM Supply Chain Management), Jaipur National University.
* BBA (Bachelor of Business Administration - Retailing) Jaipur National University.
* Pre Degree (Kerala University).

##### IT Computer Knowledge (Information Technology)

* PDSM (Post Diploma in System Management) Computer Software Engineering (IT) St.John’s College, Kerala

##### Technical Qualification

* Civil Eng. Draughtsman (National Council for Vocational Training) Kerala, India.
* Diploma in Auto CAD, Cosmopolitan Info. Tech., Bombay.

**References Available Upon request**