***VIJAYA***

*C/o- Contact Phone;+971503718643 | Email: vijay.378377@2freemail.com*

***PROCUREMENTOFFICER–CONSTRUCTION/OIL&GAS***

***PROFESSIONALPROFILE***

* *Procurementprofessionalwithextensiveandsuccessfulexperienceworkingatresponsible positionsinConstructionsectorinmulti-contractprojectenvironmentcoveringMechanical,Civil, Oil&Gas,Structuralsteelfabricationanderection,Electrical,Instrumentation,Shutdownworks, Cathodicprotection,Waterproofing,InsulationandOtherIndustrialprojects.*
* *Abilitytomanageprocurementformultipleprojectsandmeetdeadlines.*
* *Gainedexposureininternationalmarketsandnegotiatingwithsuppliersacrossthe globe.*
* *Conversantwithfu****l****ycomputerizedERPprocurementbasedonOracle.*

***KEYCOMPETENCIES***

*Sourcing–Negotiation-PurchaseManagement-Budgetcontrol–SupplierEvaluation&Development -ERP-TechnoCommercialComparison-DataManagement-CoordinatingStaff.*

***WORKHISTORY***

***PeninsularPetrotechEngineeringW.L.L.*** ***Doha,Qatar***

***PurchaseOfficer*** *Jun2011-Feb2015*

*(PartofTeyseerGroupQatar-Mechanical,Electrical&Instrumentation andCivilEPIC/EPC contractorforConstruction/ErectionofIndustrialplants,Maintenanceworks,ProjectEngineering andA****l****iedtechnicalservicestoOil&Gas,Petrochemical/Chemical,PowerandotherIndustries. ManufacturesofPressurevessels)*

*KeyResultAreas:-*

* *Accountablefororganizingprocurementactivitiesaspertheprojectobjectives,supervising*

*AssistantBuyers,managingcostanddelivery,reportingofprocurementstatustotheResource Managerperiodica****l****y.*

* *OverseetheprocurementofcommoditiesincludingStructuralsteel,Pipingmaterials,Fasteners,*

*Rawmaterialsforcivilconstruction,Buildingmaterials,ElectricalandInstrumentationitems, ProtectivecoatingandotherIndustrialproductsetc.,from localandoverseassuppliersin accordancewiththerequiredspecificationsandstandards.*

* *HireofMachinery,Equipments,localManpowerandfinalizationofSub-contractordersafter necessarytechnicalapprovals.*
* *Establishingprioritiesandreviewthemoredifficultandcomplexassignments.*
* *Regularlycontactinglocalandoverseassupplierstore-negotiatepricesandotherterms.*
* *Identifyinglongleaditemsanddevelopingstrategyformitigationofprocurementleadtimes.*
* *Maintainregularco-ordinationwithshipperandfreightforwarderforclearanceofoverseas shipments.*
* *Resolvingdisputesandclaimswithsuppliersandsub-contractors.*
* *Reviewpurchasingagreementwithsuppliers.*
* *Co-ordinationwithFinancedepartmentforSupplierpayments,L/C,etc.*
* *ProducereportsandstatisticsusingERPsoftware.*
* *Vendorperformancemonitoringinaccordancewiththeprevailingqualitysystem.*

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***AlaaInternationalContractingCo.(AICCO)*** ***Dammam,SaudiArabia***

***PurchaseOfficer*** *Nov2008-Sep2009*

*(Mechanical,InstrumentationandElectricalContractorandapprovedvendorwithSaudiAramcoand Sabic)*

*KeyResultAreas:-*

* *Timelyprocurementofrequiredmaterialsandservices,ProcessingofPurchaseOrders, maintain supplierdata baseand administersvendorperformancemonitoring.Provide PurchasestatusreporttotheOperationsManagerperiodica****l****y.*

***NassMechanicalContractingCo.*** ***Manama,KingdomofBahrain***

***Purchaser*** *Apr2000-Nov2007*

*(PartofNassCorporation,KingdomofBahrain-MechanicalContractorwithEPCcapabilityinOil& Gas,PowerandPetrochemicalsectors.ManufacturesofPressurevessels)*

*KeyResultAreas:-*

* *ActingasProcurementin-charge,supervising2PurchaseAssistants.PurchaseofStructural steel,Pipingmaterials,industrialproducts,etc.from localandforeignsuppliers.Hireof equipmentandmachinery.*
* *Negotiateprices,paymenttermsanddeliveryleadtime.*
* *Maintainvendorsfileandsuchotherrecordsforefficientoperationofpurchasingfunctions.*

*PeriodicreportingofProcurementstatustotheCommercialManager.*

***ContechEngineeringCo.L.L.C.*** ***JebelAli,Dubai,U.A.E.***

***PurchaseAssistant*** *Jan1994-Jun1998*

*(PartofNassCorporation,KingdomofBahrain-MechanicalContractorwithEPCcapabilityinOil& Gas,PowerandPetrochemicalsectors.ManufacturesofPressureVessels)*

*KeyResultAreas:-*

* *PreparationofPurchaseOrdersanda****l****relevantcommunication.Verificationofsupplier invoice,goodsreceiptconfirmationfrom storesandprocesspaymentclearancerequestto Financedepartment.Maintainfilingsystemofa****l****purchasingdocuments.*

***EDUCATION***

*B.Sc(BachelorofScience)fromUniversityofKerala–1992withFirstclass*

***SOFTWARESKILLS/OTHERCREDENTIALS***

*OracleERP(workingknowledge)*

*MSOffice(Certificatecourse)*

*AtentedISOawarenessprogrammesandISOinternalAuditingtrainingworkshops.*

***PERSONALDETAILS***

|  |  |  |
| --- | --- | --- |
| *Sex* | *:* | *Male* |
| *Nationality* | *:* | *Indian* |
| *Martialstatus* | *:* | *Married* |
| *DateofBirth* | *:* | *26-May-1971* |
| *Languagesproficiency:* | *English,HindiandMalayalam* |
| *DrivingLicense* | *:* | *Indian,Lightduty.* |

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