**Preman**

**PROFESSIONAL …………………………………………………..**

Though I have acquainted with Purchase background and experience I can explore any type of tasks in related to company’s requirements, irrespective of time and money for the growth of organization.

**PROFILE SUMMARY…………………………………………………..**

I am a quick-witted and aiming always a sincere supportive to the group or the management in order to achieve goals of firm in a cost effective manner

**Contact Me:**

*C/o-M:* ***+971503718643***

*E:* [preman.379370@2freemail.com](mailto:preman.379370@2freemail.com)

**CAREER SUMMARY…………………………………………………….**

* More than 10 years of experience in various facets of procuring, hiring materials and equipment from national and international markets.
* Experienced with inviting and allotting tenders.
* Experienced in freight clearance procedures and documentation.
* Working knowledge of Orion ERP.

**KEY SKILLS……………………………………………………………….**

**MATERIAL PURCHASE**

* Procurement of materials globally.
* Control of cost saving i.w.o. comparison/negotiations with vendors.
* Liaise with inter department for minimize costs
* Confidentiality management.

**SUBCONTRACTOR MANAGEMENT**

* All types of Equipment hire including development of new vendors
* Evaluate vendors and negotiate with them.
* Team leader to guide inventory /warehouse stock & cost saving way
* Hire subcontractors for major projects.
* Managing contracts for hourly jobs or lump sum jobs.

**WORK EXPERIENCE……………………………………………………..**

**PURCHASER**

***– Thong Yong Ship Repairing LLC, Dubai, UAE(Sep 2014 to Aug 2017)***

* Was independently handling the whole purchase dept. without hassle
* Negotiate with all subcontractors and vendors to timely supply and credit facility

**SR. PURCHASE ASSISTANT**

***– Arab Heavy Industries PJSC(AHI), Ajman, UAE (Keppel Group, Singapore)***

***(2006 –2014)***

* AHI is the first shipyard in the middle east with a capacity of accommodating vessels up to 40 nos for medium type vessels and I was handling all service contracts and subcontractor agreements.
* Arranging service engineers and sourcing original parts from the manufacturer globally as per Production requirements

**ACADEMIC QUALIFICATIONS…………………………………………..**

* **Bachelor of Commerce – B.com (1986)**

**COMPUTER SKILLS………………………………………………………**

ORION ERP (Purchase, Inventory modules), Tally ERP, MSWindows XP/7, MS Office, Internet

**LANGUAGES KNOWN…………………………………………………….**

English, Hindi and Malayalam

**PERSONAL INFORMATION……………………………………………...**

Visa status : Visit

Date of Birth : 05-05-1965

Sex : Male

Nationality : Indian

Marital Status : Married

UAE Driving License : Yes.