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| **Srilatha**  Purchase /Procurement Officer  [Srilatha.383804@2freemail.com](mailto:Srilatha.383804@2freemail.com) | |
| **Areas of Expertise**  Negotiation  Supply Chain  Material Requirement Planning(MRP)  Tenders/Estimating  Vendor Identification  Supplier relationship  Dispatch & Distribution  Strategic Purchasing  **Professional**  Charted Institute of Purchasing and Supply **(CPM-CILT)** Member-UK  ISO 9001:2008 certification  **Personal Skills**  Multitasking  Goal Oriented  Employee Trust  Continual Improvement  Team Orientation  Flexible and Approachable  Time and Stress Management  **Technical Skills**  Enterprise Resource Planning:  (JD Edwards, Metrix, SUN SYSTEM, ORION & LOGO, Microsoft Dynamics)  High Level Languages  (JAVA SQLVB)  Microsoft Office  Tally 6.3, Focus, Wings, Ex- Generation  **Personal Details**  Visa Status: Husband  Sponsorship  Marital status: Married  Date of Birth: 5 March 1981  Holding UAE valid Driving License  **References**  Available upon request | Profile  A hardworking, pro-active Procurement Officer with a positive attitude, 10+ years of work experience who is looking for a challenging and growth oriented position in a progressive company.  Educational Qualification  Master of Business Administration (MBA) in Marketing from Manipal University.  Bachelor of Computer Applications (BCA) in Computers from Osmania University  Professional Experience: 12+ years (Gulf)  Company: EVERSENDAI OFFSHORE LLC, DUBAI, UAE  Company Business: Eversendai Offshore core focus are in the areas of construction of New Build Jack-up Rigs including Upgrade/Refurbishment Rigs, EPC Fabrication Onshore/Offshore, Wellhead and Production Platforms, Offshore Structures & Foundation, Process Modules (including Early/Central Production Facilities, Separation, PWT, Compressors, Chemical Injection), Offshore Living Quarters, New Build Offshore Jack-up (Lift boats) as well as a range of Turnkey EPC Engineering services dedicated to the Oil & Gas sector  Position: SENIOR Buyer May 2015– Till Date  Job Responsibilities:   * Handling of Yard, Production and project requisitions, Quote Analysis, Supplier/ Product recommendations Issuing of purchase orders. * Review Technical and Commercial Evaluations with the project team to select successful bidders and to identify negotiating points. Coordinate meetings and lead commercial negotiations with selected bidders * Sourcing of locally manufactured goods to substitute for imported products. * Analyzing supplier quote proposals, and monitoring supplier performance relative to delivery, quality, cost and technology. * Plan, execute and finalize the order to reach deadlines. * Introduced Authorized vendors for respective products. * Responsible for expediting orders and sorting out invoice queries   Company: DRAGON OFFSHORE INDUSTRIES LLC, SHARJAH, UAE  Company Business: Oil & Gas, *Rig Projects*, *Vessels, Offshore Platform*  Position: SENIOR PROCUREMENT OFFICER April 2013– May 2015  Responsible for procuring all the packages and material for the Rig refurbishment as per the project request and complete the procurement cycle on time.  Job Responsibilities:   * Coordinating the Procurement process for the assigned project as per company procedure and guidelines. * Study and understand purchase requisition, including item description or package requirement with complete scope of work and required date on site. * Prepare the RFQ to correct vendor and ensure the quotations received before the due dates. Encourage new suppliers and evaluate the performance, obtaining client approval and maintain the company Approved Vendor List. * Coordinate with Engineering team for technical clarifications. * Arrange the subcontractors for inspection services, refurbishment services, repairing services. * Prepare Technical Bid Evaluation (TBE) and submit to the project team for approval. * Prepare the Commercial Bid Evaluation (CBE), verifying with budget and obtain approval. * Arrange the kick of meetings with HOD and review the TBE and CBE to award the vendor. * Arrange the commercial negotiate with supplier in terms of Quality of material, Price and Delivery schedule. * Place the Purchase order with all Terms and conditions. * Subcontractor’s weekly job progress reports submit to the project team. * Support the Expediters to close the PO. * Participating in project meetings as per scheduled.   Company: INCO INTERNATIONAL FZCO, Dubai, UAE  Company Business: *Engineering, Civil & Mechanical Projects (Pipes & Fittings , Steel, Hydraulic ,Oil &gas, Lifting, Safety ,Hardware Mechanical & Electrical Products )*  Position: PROCUREMENT OFFICER November 2010 – Feb 2013  Job Responsibilities:   * Working on the MR’s (Dubai, Oman, Turkey, Niger, Qatar, Iraq, Libya) * Prepare the RFQ forward to the vendors for Technical & Commercial Bidding. * Preparing the purchase orders, keep track of the delivery date and inspection status Work along with logistic officer and expediters to ensure smooth movement of material, Trace material shortages and align material requirements, solve the dispute resolutions for back orders. * Purchase orders forward to the accounts department for payment, resolve invoice discrepancies to ensure accurate accounts payable records are maintained. * Manage day to day interaction with vendors and monitor vendor performance after completion of the project. * Coordinate with Project Manager for the technical specification quality, schedule, deliverables, service and performance. Communicate with QA /QC Department for material certification. * Preparing KPI reports. * Maintain existing supplier relationship and initiate new suppliers.   Distribute the vendor prequalification documents and update the approved vendors in the system.   * Developing sourcing strategies, Introduce new suppliers. Negotiate with existing suppliers, Integrate and work along with procurement team and perform all related tasks.   Company: BHATIA BROTHERS FZE, Dubai UAE  Company Business: *Trading (Oil & Gas Industry, Pipes & Fittings, Hydraulics, Lifting, Safety, Hardware Mechanical Equipment’s, Chemicals& Electrical Products)*  Position: PURCHASE OFFICER *March 2007 to September 2010*  Job Responsibilities:   * Performs a variety of duties related to the procurement of technical and general materials both local and international. * Expedite materials at competitive rates, align with Original Equipment   Manufacturer.   * Build and maintain strong relationships with suppliers, business units and clients to sustain growth and focus on the quality and productivity. * Working on Tender Enquiries and preparing the supporting documents. * Supporting GCC branches by sourcing the products from local & Overseas Market according RFQ’s. * Arrange meetings with the suppliers to understand and discuss the aspects of business to develop effective relationships * Coordination with logistic department to ensure smooth movement of the goods from supplier’s warehouse to the destination. * Ensure the export documents in line review the GRN & Invoice on time submit the weekly reports for inventory status. * Handling Invoices and coordinate with account department for the payments. * Good knowledge in logistic and shipping procedures, Solid negotiation skills.   *Company: Caspian Trading LLC*  Company Business*: Tenders & Trading (Oil & gas Products / Hardware /Lifting/Welding /MEP Products)*  Position: PURCHASE & LOGISTIC ADMIN April *2005*  *to February2007*   * Working on CIS tenders (Oil & gas) * Select the best suppliers and ensure the validity of quotation for budgetary purpose. * Evaluate the supplier quotations against the tender requirements such as capacity, Quality, specifications, deviations, etc. Make comparative analysis of all the quantity & use the optimum solution. * Review records of items purchased, costs, delivery, product performance, and inventories. * Revise the costing for the post tender clarifications received and provide price and technical inputs to generate official Purchase Order. * Build and maintain strong relationship with suppliers, business units and clients to sustain growth. * Negotiate supplier price in accordance with customer cost reduction initiatives. * Monitor shipment ETA, Trace shipments and follow up on undelivered goods. * Consolidate all import shipments and monitor closely. * Ensure all Quality requirements are fulfilled and maintain all required Quality forms. * Identify the delayed shipments and arrange the suitable alternatives. * Initiate continuous improvement actions relating to product, process, and quality systems. * Reference all purchase orders in the respective storage spaces for easy traceability. |