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**PRATHAMESH**

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***PERSONAL OBJECTIVE:***

Aim to be an effective leader for exploring new areas of learning & mastering them. Work hard & be adaptive to changing situations. Committed toward building on the basic core competence & strengthening other important areas, for achieving self-enhancement& self-confidence

To be strategic support to internal customers and to deliver functional, efficient and robust purchasing and contracting services that are transparent, accountable and controlled. Maintain audit compliance and follow company policy and procedure in line with Delegation of Authority.

***AREAS OF EXPERTISE:***

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| Business Savvy | Policy and Procedures | Market Analysis | Strategic & Tactical Planning |
| Annual Procurement Planning | Budget and Cost Analysis | Negotiation Skills | Potential Reporting |
| Supplier development & Prequalification | Annual Auditing on Purchases | Presentation Skills | Tenacious Work Ethics |
| Effective Team Leader | Contract development | Leadership Skills | Credit Facilities |

***WORK EXPERIENCE:***

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| **Company** | **:** | Tawazun Economic Council  (Government Sector – Abu Dhabi, UAE) |
| **Position** | **:** | Purchase Officer and Market Analyst – Contracts and Procurement |
| **From – Till Date** | **:** | June 2012 – March 2019 |
| **Job Description** | **:** | * Ensure Department KPIs are set and met upon approval of Management * Ensure value of money is achieved whilst complying with statutory requirements and guidance promoting good procurement positively * Advance Procurement Planning with all stakeholders * Supplier Management and Supplier Sourcing as per project requirement * Analyze Procurement Route (RFI, RFQ, Petty Cash, Tender, Contract Renewals, Credit Card, Frameworks, Call-offs and Single Source). Involved for tendering process with Contracts Team * Analyze complexity of the project / purchase and define them as Simple / Moderate / Complex to achieve approved timeline * Build and maintain strong and effective supplier relationship to obtain credit facilities / get better credit Terms to enhance cash flow * Negotiate, pricing to ensure the best competitive price and quality for goods / services procured to secure advantageous terms * Regulate timely delivery of Goods and Services and update stakeholders * Identify new vendor’s opportunities in order to avoid monopoly of vendors. Focus on supplier development on regular basis * Cost analysis on quarterly basis to check on cost savings and spends on supplier level and project level * Maintain Audit compliance in order to avoid any non-compliances. Adhere to procurement and contracts policy and procedures * Preparing Quarterly reports for management in line to KPI, Cost Savings and spend analysis on department and stakeholder level * Preparing proper tender documents which will enhance transparent bidding process * System developments (Oracle ERP System) and enhancements |
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| **Company** | **:** | International Steel Builders (Abu Dhabi, UAE) |
| **Position** | **:** | Business Development Executive |
| **From – Till Date** | **:** | January 2011 – June 2012 |
| **Job Description** | **:** | * Achieved Sales Target – AED. 105 Million * Analyzing potential clients (private, semi government and government) developments and leads as EPC contractors. Also worked on Oil and Gas Projects * Participate in Tender bidding, technical and commercial aspects of the project which led to win-win prospects * Introducing new suppliers and sub-contractors to avoid monopoly * Contract negotiations for Financial and non-financial * Negotiate, pricing to ensure the best competitive pricing * Reviewing Bill of Quantities * After sales service to clients to enhance business development on potential prospects * Supporting marketing activities by attending trade shows, conferences and other marketing events * Management meetings and reports on upcoming prospects and on-going projects * Developing long-term relationships with clients and suppliers * Company prequalification followed with registration to semi-government and government entities for new projects |

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| **Company** | **:** | Dolphin Steel Construction (Dubai and Abu Dhabi, UAE) |
| **Position** | **:** | Sales and Marketing Executive |
| **From – Till Date** | **:** | September 2009 – January 2011 |
| **Job Description** | **:** | * Achieved Sales Target – AED. 135 Million * Analyzing potential clients (private, semi government and government) developments and leads as EPC contractors. Also worked on Oil and Gas Projects * Participate in Tender bidding, technical and commercial aspects of the project which led to win-win prospects * Introducing new suppliers and sub-contractors to avoid monopoly * Contract negotiations for Financial and non-financial * Negotiate, pricing to ensure the best competitive price * Reviewing Bill of Quantities * After sales service to clients to enhance business development on potential prospects * Supporting marketing activities by attending trade shows, conferences and other marketing events * Management meetings and reports on upcoming prospects and on-going projects * Developing long-term relationships with clients and suppliers * Company prequalification followed with registration to semi-government and government entities for new projects |

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| **Company** | **:** | Roshan Construction LLC (Dubai and Abu Dhabi, UAE) |
| **Position** | **:** | Sales and Marketing Executive |
| **From – Till Date** | **:** | February 2008 – September 2009 |
| **Job Description** | **:** | * Achieved Sales Target – AED. 65 Million * Analyzing potential clients (private, semi government and government) developments and leads as EPC contractors. Also worked on Oil and Gas Projects * Participate in Tender bidding, technical and commercial aspects of the project which led to win-win prospects * Introducing new suppliers and sub-contractors to avoid monopoly * Contract negotiations for Financial and non-financial * Negotiate, pricing to ensure the best competitive price * Reviewing Bill of Quantities * After sales service to clients to enhance business development on potential prospects * Supporting marketing activities by attending trade shows, conferences and other marketing events * Management meetings and reports on upcoming prospects and on-going projects * Developing long-term relationships with clients and suppliers * Company prequalification followed with registration to semi-government and government entities for new projects |
| **Company** | **:** | Sandeep Shikre and Associates (Mumbai, Maharashtra - India) |
| **Position** | **:** | Project Assistant Architect |
| **From – Till Date** | **:** | February 2005 – December 2007 |
| **Job Description** | **:** | * Conceptual designing for Industrial, residential and non-residential projects as per given scope of works and specifications * Preparing presentations for the conceptual designed projects * Preparing detailed working drawings and schedule of works for executing on site * Approaching government entities to have approvals * Coordination with other departments like MEP, HVAC and Landscaping Architects etc. * Creating schedule of materials as per municipality requirements * Attending site meetings * Preparing reports |

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| **Company** | **:** | Gherzi Eastern Limited (Mumbai, Maharashtra - India) |
| **Position** | **:** | Architect |
| **From – Till Date** | **:** | September 2002 – January 2005 (Architect)  January 2002 – August 2002 (Intern Architect) |
| **Job Description** | **:** | * Conceptual designing for Industrial, residential and non-residential projects as per given scope of works and specifications * Preparing presentations for the conceptual designed projects * Preparing detailed working drawings and schedule of works for executing on site * Approaching government entities to have approvals * Coordination with other departments like MEP, HVAC and Landscaping Architects etc. * Creating schedule of materials as per municipality requirements * Attending site meetings * Preparing reports |

***LANGUAGES:***

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| English | : | Fluent |
| Hindi | : | **Fluent** |
| Marathi | : | **Fluent** |

***KEY SKILLS:***

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| AutoCAD | AutoCAD all versions |
| Microsoft Office | Advance – Word  Advance – Excel  Advance – PowerPoint |
| ERP System | Oracle System (Customization and enhancement) |

***ACADEMIC CREDENTIALS, CERTIFICATIONS & TRAININGS ATTENDED:***

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| Academics | University of Mumbai – Bachelors of Architecture – 2005  Maharashtra Board (Mumbai, India) – Higher Secondary Certificate – 2000  Maharashtra Board (Mumbai, India) – Secondary School Certificate – 1998 |
| Certifications | Bachelors in Architecture  Registered with Council of Architects – New Delhi  Associate Member with Indian Institute of Architects |
| Professional Trainings | Certified Purchasing Professional  Oracle ERP System  Supply Chain Management  Finance for Non-financial Professional  HSE Training  MS Office (Excel and Word – Advance) |

***AWARENESS SESSIONS***

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| Sessions Attended | Organization skills  Core Values of Procurement  Contracts Training  Good Communication Skills  Emotional Intelligence  Time Management Skills  IT IS Service Desk Awareness  Audit Assessment |

***PERSONAL DETAILS***

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| Full Name | : | Prathamesh Prabhu |
| Date of Birth | : | 08 December 1982 |
| Current Address | : | Dubai. United Arab Emirates |
| Marital Status | : | Married (2 Dependents) |
| Visa | : | Employment Visa (non-transferable) |
| Driving License | : | United Arab Emirates  Mumbai – India |