**SHEFFEEK**

Dubai - United Arab Emirates

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**SUPPLY CHAIN MANAGEMENT *│* PROCUREMENT *│* VENDOR DEVELOPMENT *│* ADMINISTRATION & OPERATIONS**

Competent and result oriented professional **with 12+ years of rich and diversified experience in UAE, specialized skills in:-**

| Purchase Planning & Management | Infrastructure Projects Procurement | Purchase to Pay Cycle |
| --- | --- | --- |
| Supplier Relationship Management | Techno Commercial Operations | Strategic Sourcing & Tie-Ups |
| Budgetary Planning & Monitoring | Price Negotiation & Finalization | Cost Optimization |
| Transportation & Warehousing | Process Audit & Inspections | Supplier Outreach & Selection |
| Entrepreneurial Mind-Set | Global Sourcing & Raw Material Planning | Team Building & Management |

* Expertise in **establishing systems & procedures for effective management of purchase operations** with outstanding ability to provide total SCM solutions to ensure cost effective & smooth flow of materials.
* Demonstrated ability in **drawing procurement plans, inventory management, securing budgetary allocations and exploring domestic as well as global sources of supply** on most competitive techno-commercial terms while developing vendors to build stable supply streams for uninterrupted support to operations.
* Proficient in **developing new matrices and benchmarks of quality standards directing towards improving the performance of Suppliers.**
* **Hands on exposure to handling cost effective procurement and achieving significant savings** through effective evaluation & strategic sourcing of vendors, developing cost-effective alternatives for various operations and developing effective pricing strategies for procurement of materials & equipments.
* Deft in **negotiating with vendors to supply required materials / services at cost-effective rates,** within specified timeframe. Possesses skills in identifying and developing alternate sources of procurement for cost reduction.
* **Multitasking credentials with excellent planning, execution, monitoring and resource-balancing skills**, as well as the ability to handle multiple tasks in high-pressure environments.

**Areas of Expertise**

* **Successfully completed various Infrastructure & Development Projects in Northern Emirates at Ras Al Khaimah. Major Infrastructure & Development projects -** Al Hamra Village, PH-I, II & III, Al Hamra Mall, Manar Mall Expansion Projects & Leisure project, Marina Sailing Club, Landscape & Ground Maintenance upgradation (Includes - Hard, Soft landscape, Plantation & Irrigation system) for PH-III, Royal Breeze, Banyan Tree now Ritz Carlton Hotel Project.
* **Well versed with ERP - SAP Material Management**, MS Office-Excel, Word, PP and Outlook.
* Skilled in assessing Civil, Mechanical, and Electrical and Plumbing requirements of establishment or project.
* Reviewing PR, SOW and ensuring Budget before P2P process also raising RFQ and RFP for preferred vendor list.
* **Proficient in Tendering:** bids, proposals, quotes & compare and negotiating price, terms & conditions.
* Preparing, reviewing and approving LOI, LPO, SLA, MOU and Sub-Contract documents.
* **Reviewing reports of Physical inspection, stacking, ensure availability of Inventories** – Slow and fast-moving goods and services all the time.
* **Following ISO 9001:2008 standards in every process.**
* Procuring CAPEX materials & equipment’s, administering OPEX and coordinating for Project Budgeting.

**PROFESSIONAL EXPERIENCE**

**RAS AL KHAIMAH, UAE *│* August 2018 – August 2019**

**Purchase cum Admin Manager**

* Handled procurement and vendor development activities and looked after budgeting, planning/ sourcing. Ensured optimum utilization of materials, inventory control & maximum cost saving.
* Ensured effective rendering of purchase services to enable smooth flow of day to day operations. Identified scope for process enhancements for improving services & facilities.
* Managed the team and the day-to-day management in accordance with overall company policy and ensured that all inventories are available. Generated Purchase contracts, long term agreements and addressed statutory requirements.
* Developed effective inventory management strategies and policies to achieve optimum cost and overall procurement functions within the required time, budget and quality standards.
* Generated purchase orders as and when inventory levels reach reorder levels. Efficiently managed the inventory levels, for ensuring ready availability of material to meet production and dispatch targets.
* Assessed the performance of the vendors based on various criterions such as percentage for rejections, quality improvement rate, timely delivery, credit terms, etc.
* Established good working relationships with vendors through personal contact discussing and resolved the problems regarding delays of goods delivery dates.
* Responsible for checking and authorizing for advance payment for Visa and other related permits. Ensured timely requisition for new staff and additional man power.

**RAK UAE (REAL ESTATE DEVELOPMENT) *│* June 2013 – July 2018**

**Senior Procurement Executive**

* Developed reliable sources for supply and finalized procurement contracts on most competitive terms. Maintained regular follow up with the vendors to ensure deliveries within prescribed schedules.
* Responsible for monitoring effective inventory control for ensuring ready availability of materials to meet the business targets thereby leading to revenue generation and profitability.
* Implemented procurement strategies and policies, forecasted procurement requirements and reviewed purchase requests to ensure authorization to facilitate timely purchase of new products.
* Ensured Supplier Quality Management System also involved in the Supplier Quality Performance evaluation and Supplier Up gradation.

**Highlights**

* Worked in the Implementation of SAP and worked on Purchasing Software SAP MM Module.
* Prepared documents for procurement of goods & services as per approved RFA-Request for approval / RFQ Request for Quotes within specified approved Budget.
* Analyzed BOM and Drawings.
* Reviewed Tech. Specs and BOQ.
* Arranged meeting, freeze specs and requirement.
* Prepared RFP, RFQ for preferred vendor list.
* Certified Payments
* Analyzed, compared costs for required goods & services to achieve maximum value for money.
* Maintained proper track for Purchase or Subcontract work by reviewing CAPEX and OPEX Budget.
* Handled procurement related to Al Hamra Mall & Manar Mall Outlets Fit out work order with timely completion/handover.
* Managed IT related Purchase – Hardware, Software requirement, AMC renewal process implementation with IT Support team. Instrumental in Monthly Report generation – Savings, Open POs & related closing of orders/services.
* **Items Procured**: Civil, Mechanical, Electrical and Plumbing Materials.
* **Hired Contractors –** Civil, Fit-out works and Misc.MEP works.
* **Marketing requirements:** Lighting, Display Solutions, Banners, Totems, Signage’s, Flyers, etc.
* **Identified vendors for FM services;** Negotiated & agreed for AMC at best price which resulted in cost savings and smooth operations of the property.

**SHARJAH, UAE *│* June 2006 – July 2013**

**Purchasing Officer**

* Responsible for handling day-to-day correspondence and provided replies/feedback to Clients for import shipments through E-mails / Fax / Phone.
* Accountable for controlling/ arranging/ coordinating various materials from suppliers and in between production department.
* Reviewed delivery orders to ensure supply is met, took availability, cost, manufacturing process and lead times into consideration.
* **Achievement:** Aging inventory was reduced to 40% across the category through proper forecasting, timely returns and clearance activities.

**ACADEMIC CREDENTIALS**



**MBA in Marketing, 2010;** Columbus University, **Grade – A**

**B.Com, 2004;** M.G University, India, **62%**

**XII, 2001 ;** M.G University, India, **55%**

**PGDCA, 2001;** M.G University, Kottayam, **62%**

**X, 2000;** Central Board Secondary Education, India, **76%**

**Technical Skills;** SAP Systems, ERP Systems, Oracle based, MS Office - Java & Tally, Microsoft Windows and Internet Application

**References:** Available upon Request

**Date of Birth:** 15th May 1983

**Driving License No.:** 446783 (UAE)

**Language Known:** English, Hindi, Tamil and Malayalam

**Passport:** valid 18/04/2021 **Visa status:** On visit