

SATYA

**Purchase Manager / Procurement Engineer
UAE Experienced Professional**

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PERSONAL SUMMARY

A highly motivated, confident individual with exceptional multi-tasking and organizational skills. Having extensive experience in identifying the needs of the corporate and of running and delivering sales and marketing campaigns for key clients. Possessing a significant record of achievement in procurement management and being able to quickly understand the mission, vision, and values of an organization I am an Electrical engineer with more than 7 years of experience in Procurement, Buying, and sourcing Materials and Services in different fields like the FM industry, construction, and property developers, in UAE, and India.

Objective:

I am seeking a position in the Procurement Department as a Procurement Engineer in the FM industry, and Real Estate Developers, where I can use my technical expertise and knowledge in Procurement department to contribute to the growth of the organization

WORK EXPERIENCE

FACILITIES MANAGEMENT SERVICES LLC (APRIL 2021) TILL PRESENT

Procurement Engineer **DUTIES**

1. Sourcing of materials, AMC contracts, and sub-contractors for different types of projects managed by Inaya,
2. Review Purchase Request (PR) and Scope of Work (SOW) specifications with requesters and end-users to ensure accuracy and completeness with regard to acquisition and technical applications,
3. Lead pre-bid Requirements and prepare and send Invitations to Tender, Requests for Proposal (RFP), and Requests for Quotations (RFQ) to vendors, E Sourcing, and E Auctions along with Preparing the technical and commercial evaluations,
4. Negotiate with vendors and order finalization for placement of purchase orders in ERP,
5. Assisting the store team in Maintaining Inventory Levels for Materials regularly.
6. Responsible for ensuring timely turnaround of approved PRs into PO (As per fixed SLAs)
7. Drafting contract for specialized AMC services providers as per SLA and KPI Agreed with the client.
8. Supporting operations team in achieving their SLA by providing the quotation and materials per KPI.
9. Making rate a contract (BPA) for materials with suppliers for all categories like MEP, HVAC, and soft service consumables to maintain MSL in MW,
10. Coordination with stores/coordinators for GRN and submit the invoices to finance for vendor payment,
11. Responsible for contractual instruments including Purchase Orders (POs), Blanket Purchase Agreements (BPA), Service Maintenance Agreements (SMA), and contracts with all required documents and information for management approval and award,
12. Maintain all files and data relating to Tenders, BPAs, and contracts as appropriate,

13. Develop new vendors, obtain pricing information, and conduct market surveys for proposal development and management initiatives,
14. Ensure that all new suppliers have completed the vendor registration process, ensuring that the procurement committee approves the documents before issuing the purchase order,
15. Performing vendor evaluation and ensuring that vendor performance meets the standards and adheres to company policies and procedures.

VIPROTECH TRADING LLC (April 2019-MARCH2021)

Junior Procurement Engineer **DUTIES.** General Procurement

1. Responsible for the general procurement activities of Group Chairman's personal properties, fleet, and family requirements:
2. Typical requests include maintenance of private villas/apartments, fit-out works, special gifts, catering supplies, staff uniforms, personal vehicle maintenance and modifications, and soft and hard services AMCs.
3. Group head office and labs:
4. Typical requests include manpower, soft and hard services, pantry and stationery, generator hire and PPM spare parts, diesel, scrap/waste management, internal office signages, and fleet management (Leasing, daily rental, maintenance, new vehicle purchases, etc.).
5. Obtaining quotations for the PRFQ and PR making commercial comparisons and creating LPO in ERP,
6. Ensured on-time delivery,
7. Follow up for the GRN and share it with the vendor for invoice submission,
8. Appointing AMC contract for specialized services.

Airox Nigen Equipment PVT Ltd. May 2016–February 2019 Assistant Electrical Engineer-

Assistant Electrical Engineer **DUTIES.**

1. I used to maintain the operation of Valves and SKID of the Hydrogen generation plant.
2. Coordination with the design team for technical clearance.
3. Coordination with planning & production teams for delivery & commissioning schedules.
4. Maintaining the records of operation of the H2 generating plant on a daily, monthly, quarterly, and yearly basis.
5. My duty was to examine the installations of electrical equipment according to the plan (diagram) and provide technical assistance to the technicians working in the field.
6. Making a daily ground report for the head office regarding Sourcing local manpower and logistic
7. Follow up with vendors for timely delivery of material.

EDUCATIONAL QUALIFICATION

- B-tech Electrical (2012-2016) Arya Institute of ENGG. & Tech, RTU KOTA Rajasthan. (Firstclass)
- HSE (2010) CBSE K.V. Rangapahar Cantt, Dimapur, Nagaland. (First class)
- SSLC (2012) CBSE K.V. Rangapahar Cantt, Dimapur, Nagaland. (First class)
- Technical course: I have done an MEP course in Dhanush ENGG Services India Pvt ltd. (Mumbai)NSDC approved. Dated January 2019 to March 2020

KEY SKILLS AND COMPETENCIES.

- Multi-tasking skills with proficiency in organizing and managing different tasks.
- Ability to conceptually adapt technologies that can be utilized in procurement.
- Strong numerical and analytical aptitude in Financial Analysis.
- Proven negotiating skills and influencing abilities.
- Ability to read, analyse and interpret commercial business documents and technical procedures.
- Strong written and verbal communication skills.
- Good interpersonal skills and always ready to gain knowledge.
- Sales Research & Development.
- Good Soft skills like Customer Relationship Management, Business Process Analysis, Customer Complaint Handling, Customer Relationship Management, and Customer Service Awareness
- Good knowledge of ERP Ramco and intermediate computer skills (Excel, PPT, and Word)
- I always try to think positively in my life, which has given me success and helped me in increase my work efficiency.

PERSONAL PROFILE

Nationality	: Indian
Date of Birth	: 10 Nov 1993
Languages Known	: English, Hindi, and Bajjika
Visa Status	: Employment Visa