#  G:\Photo - Rajesh.jpg

# RAJESH

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 **UAE Driving License**

**PROFILE**

* Techno-commercial professional with value added working experience, in India and UAE.
* Experienced in working with Cement Manufacturing. Lighting Manufacturing, Electronic Manufacturing Services and Electronics Product Manufacturing Industries.
* Expertise in Advance Procurement Planning, Sourcing Strategy and Negotiation Strategy.
* Expertise in Supplier Development and their management, both local and international.
* Expertise in Cost Analysis, Procurement Methods, Negotiation Skill and Strategic Sourcing.
* Adept in formulating and incorporating policies, facilitating budgeting and cost saving measures.
* Highly skilled in relationship management, with ability to effectively coordinate and communicate at every level.
* Adroit in strategy planning with strong business acumen, leading to access goals without effort.
* Sound knowledge in production management.

**CORE COMPETENCIES**

Extremely tenacious and committed to work, with a dual gift of team management skill and multitasking power. The key capabilities include:

-Purchasing / Procurement -Vendor Development -Local and Global Sourcing

 -Strategic Sourcing -Negotiation -Material Management

 -Cost Saving Initiatives -Budgeting -Inventory Management

 -Quality Assurance -Contract Management -Team Management

 -Interpersonal and Analytical -Forecasting and Planning -Organizing and Communication

**WORK EXPERIENCE**

**RAK CEMENT COMPANY, RAK - UAE. (A Cement Manufacturing Company in Ras Al Khaimah)**

**March, 2014 – September,2017 : Promoted as Chief Purchasing Officer**

**June, 2011 – February, 2014 : Purchase Officer**

***Key Contributions:***

* Achieved stable price agreements and cost savings, for the Raw Materials – Limestone, Silica, Shale, Gypsum, Iron-Ore, Slag, Fly-Ash, Packaging Materials – Paper Bags, PP Bags, Sling Bags, Jumbo Bags, Consumables and Services.
* Achieved substantial savings for Commodities – Coal and Diesel purchased at the right time, by proper market research.
* Cost Reduction
* By introduction of new suppliers for more alternatives, after proper quality and process check.
* By using alternative materials, after considering quality and process aspects.
* Materializing improved network and sourcing of material procurements for cement industry, from different market sources - local and global.

***Responsibilities:***

 ● Procurement of commodities, raw materials, packaging materials, consumables, purchasing of spare

 parts for plant equipment and maintenance services – local and international, required by company.

* Overseeing all elements of the procurement and supply chain management process, negotiating rates with suppliers and contractors to ensure best value for the company on all procurement activities.
* Developing processes to ensure that all commercial, technical standards are followed and applied as part of the bidding and tender management process.
* Developing comprehensive procurement management systems, ensuring that policies, standards and systems for administrative activities are in place and introducing a system to report on compliance.
* Managing budgets, performing forecasting and cost analysis, ascertaining indicative market prices and overseeing the financial reporting process.
* Managing bank related documents e.g. Bank Letter of Credits, Bank Guarantees ,etc.
* Maintaining supplier database by inputting suppliers profile and updates to the reporting manager.
* Manage transportation and logistics including freighting shipping and related logistics.
* Updates managers by consolidating, analyzing, and forwarding action summaries.
* Negotiating contracts, monitoring the quality of service provided, commercial negotiations.
* Seek opportunities to reduce costs without compromising quality.
* Coordinate purchasing activities with other departments to maintain inventory at predetermined level.
* Raw Materials, Packaging Materials, Spares, Equipments from local and overseas markets.

 ● Analyzing and developing strategy for the key materials and strategically sourcing of new suppliers.

 ● Manage existing supplier relationships and negotiate new pricing to benefit the business.

 ● Identify and develop new suppliers, service providers and continuous evaluation.

● Supplier Performance Evaluation and Supplier Rating, for quality, price, delivery, response.

**●** To prepare yearly objectives, action plan for achievement of objectives for each financial year and

 submit to the Management for approval.

● To review the progress in achieving the objectives, etc. on a monthly basis and take necessary

 corrective action along with a report to the Management.

● Procurement / Purchasing of materials value AED 200 million per annum and managing a team

 within the purchasing function.

**GULF ADVANCED LIGHTING LLC.. DUBAI - UAE. (A Lighting Manufacturing Company in JAFZA)**

**April, 2005 – June, 2011 : Purchasing Manager**

***Key Contributions:***

* Received appreciation letter in year 2008, for the cost savings in year 2007.
* Received appreciation letter in year 2010, for the cost savings in year 2009.
* Achieved stable price agreements for key components of the Bill Of Material.
* Successfully completed key projects i.e., CFL manufacturing lines for production, Container space saving packaging program, etc.
* Cost Reduction
* By introduction of new vendors to have more alternatives, after proper engineering and quality check.
* By using alternative materials, after considering engineering as well as quality aspects.
* By utilization of yearly price deduction plans and channelizing the suppliers.
* Materializing improved network of raw material procurements for electronics and lighting industry, from different market sources around the world.
* Benchmark implementations in various business negotiations; in terms of price, payment terms and lead-time.
* Controlled and minimized planning errors through incorporation of modernized structure by regularizing J.D.Oneworld System: MRP report automation etc, with the help of driving and fixing issues of BOM information into the system.

***Responsibilities:***

* Plan, organize, direct and control the complete purchasing department and functions within the company as well as with the suppliers.
* Global Sourcing of raw materials, packaging materials, maintenance spares, consumables, capital equipments, etc., as per the ISO procedures.
* Negotiating prices, payment terms, lead time, evaluating quotations with suppliers throughout

 the world and local suppliers.

* Developing alternate suppliers, order placing, inventory monitoring and control of all materials.
* Cost saving initiatives and programs by developing alternate suppliers and materials, to ensure supplies with competitive prices and defining along with implementing optimum sourcing strategy.
* To enter into formal agreements with suppliers with respect to pricing and other terms, wherever it is beneficial to the company and approved by the Management.
* Identify and managing the Approved Suppliers List.
* Various Sourcing Tools i.e., RFI, RFP, RFQ.
* Various Analysis i.e., ABC, VED, etc.
* Vendor rating of suppliers, for quality, cost, delivery, response.
* Keep close coordination with the concerned internal departments regarding upcoming material requirements, in order to take pro-active steps to reserve and secure material.
* Keep abreast of the latest developments in the market and explore new sources, assess them and evaluate their performance as per the company procedures.
* Keep abreast of the commodity markets and price trends for varieties of materials, supplies, various grades, quality standards and equipments.

 **●** To prepare yearly objectives, action plan for achievement of objectives and budgeting for each

 financial year and submit to the Management for approval.

 ● To review the progress in achieving the objectives, etc. On a monthly basis and take necessary

 corrective action along with a report to the Management.

 ● To generate the appropriate MIS report, for everyday functioning of the department.

 ● To build a healthy & honest business relationship with the suppliers and inter departmental heads,

 so as to ensure optimum contribution to company's revenue.

 ● To ensure documented systems and procedures are followed, by all the departmental subordinates.

● Procurement / Purchasing of materials value AED 130 million per annum and managing a team

 within the purchasing function.

**CELETRONIX MUMBAI, INDIA. (A Electronic Manufacturing Services Company)**

*(Erstwhile Celetron Power India Pvt Ltd. & Cortech Systems India Ltd. & Ultratek Devices Ltd. )*

## March, 2001- March, 2005 : Promoted as Assistant Manager – Purchase

**March, 2000 – February, 2001 : Promoted as Senior Engineer - Purchase**

### December, 1996 – February, 2000 : Purchase Engineer

##### November, 1993– November, 1996 : Junior Engineer - Production

***Key Contributions:***

* Created a mentionable record of zero defect deliveries.
* Effectively managed cost controlling, by developing new vendors from different countries of Far East.
* Introduced new price rates, payment terms, cancellation terms and also terms related to lead time, through proper negotiation strategies.
* Implemented cost effectivity by procuring parts from Far East & India, instead of USA, Japan & Europe.
* Diplomatically managed to achieve outstanding price deductions; from countries like India, China and Malaysia.
* Enhanced cost reduction benefits in relation to price of items i.e., PCB, Ferrite cores, Enameled wires & Torroids.
* Streamlined Baan ERP Purchase module; PO release process automation by updation of required information in Baan i.e., Item Supplier Information, Item Purchase Data, thus reducing manual intervention as well as man-power.
* Sizeable cost curtailment implemented, as a result of successful planning of forwarding consignments through waterways replacing the usual air-freight.
* As Junior Engineer (Production), secured production of power supplies @5k per shift daily. Successful at achieving average production target rate of 80%. Also, achieved Production with minimal percentage of rejections.

#### NIRMAL POWER SYSTEMS, MUMBAI – INDIA (A Electronic Manufacturing Products Company)

**November, 1990 – November, 1993 : Trainee Engineer to Production Incharge**

***Key Contributions:***

* Achieved increase in production by 25%.
* Reduced rate of rejections from the customer’s end.

**EDUCATION**

**Bachelor in Business Administration,** Sikkim Manipal University, India.

**Diploma in Electronics & Communication Engineering,**Board of Technical Examinations, India.

**Certification:**

* Certified Professional Purchasing Manager ( CPPM ), from American Purchasing Society.
* Certified Purchasing Professional ( CPP ), from American Purchasing Society.

**Training:**

* Management Development Program on ‘Warehouse and Stores Management’ from International Centre for Training & Development.
* Management Development Program on ‘Purchase Management’ from Bombay Academy of Management.

**Computer Knowledge:**

* Diploma in Information Systems Management from Aptech Computer Education, India.
* Skilled in Windows 95, Windows 3.1, UNIX, DOS, MS Office & FoxPro.

**PERSONAL PARTICULARS**

**Date of Birth:** 5th May, 1972

**Languages :** English, Hindi, Marathi, Kannada and Konkani.