**Parvathy**

**Mobile No: C/o 0503718643 Email:** [**parvathy.135758@2freemail.com**](mailto:parvathy.135758@2freemail.com)

**CAREER OBJECTIVE**

To work in professionally organized growth oriented firm where I can successfully use the knowledge and skills acquired, contribute total commitment to the job assigned and to quality, traits I have gained, aiming to look ahead with optimism that is focused on spending more time to help the organization and effectively using my work experience and capabilities.

**SUMMARY**

A result driven, hardworking and capable procurement engineer with a track record of significantly reducing costs and also improving a company’s processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers.Always delivering results through strategic objectives, whilst working within the organisations core values and beliefs.Now looking for a new and challenging position, one that will make best use of existing abilities and knowledge and also further my career and professional development.

**PROFESSIONAL SYNOPSIS**

* **Organization: EMIRATES INDUSTRIAL GASES, DUBAI**

**Designation: Procurement Engineer**

**Time Period: August 2014-till date**

**The Main Responsibilities Includes**

* Identification of all requirements in requisition for purchase issued by Design Department.
* Maintaining the BOQ with updates from suppliers until after awarding the contract.
* Receiving the Price Quotations.
* Extensive work experience on Oracle-ERP Purchasing Module.
* Prepare schedule of comparison.
* Reiterate with designers and suppliers for finalization of quantity & quality.
* Establish Delivery Terms, time and stages of Inspection for the supply with Project Management System.
* Ensure that all potential suppliers are provided with identical information upon which the quotations are given equal opportunity to meet the desired requirements.
* Negotiate the best payment terms and contract conditions, maintaining high level of integrity.
* Keep accurate records to justify the process and any other related decisions made in this regard.
* Issuance of Purchase Order.
* Tracking & expediting of shipment.
* Knowledge in Dubai Municipality Rules & regulations ie DM Approvals /Duty Exemptions.
* Handle Delivery & inspection of items. Assist in Insurance claims if any.
* Strict Instruction on storage and handling to store keeper prior to use during installation & commissioning and closure of any surplus /defective materials after the completion of the project.
* Client acceptance/ rejections, warranties and other related follow up matter with the supplier till completion of Project.
* Keep updated with market developments and assist in Vendor Development.
* Regularly train on company development programs.
* Report on budget versus Actual performance on project wise basis.
* Arrange and participate in meetings between suppliers and company engineers and other personnel to facilitate standardization and economical procurement.
* Assist Tendering & Costing Department as required.
* Possess knowledge of Chemical Analysis of gases by Gas Chromatography gained while performing plant surveys at manufacturing facilities to recommend ways to improve operations.
* **Organization: ABHATH WEIGHTS &MEASURING LAB, DUBAI**

**Designation: Operation& Procurement Engineer**

**Time Period: July 2013-July 2014**

**The Main Responsibilities Includes**

* Responsible for handling Customer’s technical inquiries and proper evaluation for the same.
* Responsible for Inspection/Site Visit (when required).
* Responsible for preparing Quotations, Annual Maintenance Tenders & Contracts.
* Identification of all requirements in requisition for purchase issued by Design Department.
* Sourcing the most affordable materials for the company’s manufacturing process,
* Preparation of Purchase Requisitions, LPO (Local purchase Order) & Job cards for Confirmed Orders.
* Ensuring the adequate supply of all required materials, components and equipment.
* Responsible for the execution of company’s work process activities in line with company’s quality manual.
* Responsible for the complete understanding & analysis of customer requirements.
* Responsible for the all day to day activities in the laboratory and in the workshop.
* Ensuring the Calibration certificate have accurate reading and traceability, checking for re-calibration due dates for master meter to ensure that readings are accurate after the execution of each job order.
* Monitoring delivery times to ensure they are on time.
* Projecting stock levels.
* Controlling the purchasing budget.
* Maintaining a healthy relation-ship with all customers& suppliers..
* Resolving disputes and claims with vendors and suppliers.
* Responsible for Customer complaints & resolving their technical enquiries and also responsible for corrective action reports.
* Responsible for producing Re-calibration chart for the Instruments; for both the firm and the customers
* Plans & Conducts testing & calibration program for instruments & producing calibration & testing certificates.
* Assisting the quality department in identification of standards, preparation of Audits, maintain quality standard in the activities of the company.
* Preparation and analysis of monthly& annual sales report and identification and improvement of weak areas.
* Identification and initialization of new activities in the organization for its growth in the field of Calibration and Process Control.
* In the absence of Operation Manager, execute the over-all activities of the firm.

**ACADEMIC CREDENTIALS**

**Bachelor of Technology –Electronics and Instrumentation Engineering**

Noorul Islam University, India 2009*- 2013*

**Senior School certificate Examination-Computer Science**

Chavara CMI Public School, India *2008-2009*

**School Leaving Certificate-**

New Indian Model School, UAE *2006-2007*

***Final year Project****: Online Track Side Bogie Monitoring System Using Zigbee Technology. The project*

*Considered the development of an automated system which can be installed along the track for detecting*

*Faults in bogies of rolling stock, for measurement of lateral and vertical rail forces, for detection of*

*Components of the rolling stock which may cause derailment.*

**HONOURS/ACHIEVEMENTS**

**Participation on Software Defined Radio (SDR) for Real Time Communication and Signal Processing-2012 at AmrithaVishwa Vidyapeetham, India**

**SKILLS/ATTRIBUTES**

* Energetic, self motivated, confident to achieve desires results.
* Ability to multitask, handle workloads under pressure and meet strict deadlines
* Well organized, focused and accommodative to any professional atmosphere & systems
* Excellent inter- personnel, communication & decision making skills.
* Possess strong process orientation.
* Systematic & Organized.

**ITSKILLS**

* Operating Systems: Detailed Knowledge of all the windows version
* Application Programs :Internet applications, Proficient in Word, MS-Excel
* Software Skills: C, C++

**PERSONAL DETAILS**

Name Parvathi

Age 25

Gender Female

Nationality Indian

Marital Married

Languages English, Hindi, Malayalam (Mother Tongue),Arabic(Read & Write)

Visa Status Residence Visa (Husband’s Sponsorship)

**REFERENCES**

* References are available upon request.

**DECLARATION**

* I hereby declare that the information furnished above is true to the best of my knowledge.

PARVATHY