ROY

[**Roy.249445@2freemail.com**](mailto:Roy.249445@2freemail.com)

**Objective:**

To pursue of highly challenging career where I can apply my knowledge, contribute my expertise, acquire new skills and work closely with a team of highly experienced professionals.

**Career Summary:**

* **2 ½ Years** work experience in ABJ Engineering & Contracting Co. KSC (Closed), subsidiary of Kharafi National, Kuwait as ‘**Procurement Officer / Technical Clerk**.
* **2 Years** of work experience in ITT Vectrus, Kuwait as ‘**Supply Technician / Store Keeper’** in US Army Base, Kuwait.
* **1 Year** in Combat Support Associate (CSA LTD), Kuwait as ‘**Supply Technician / Store Keeper’** in US Army Base, Kuwait.
* **1 ½** Years of work experience in Jumbo Cyber Net Hub, India as ‘**Computer Operator**’.

**IT/Technical Qualification:**

* 1 ½ Years Diploma in **Computer Hardware & Networking** from JetKing Institute of Computer Hardware and Networking India in June 2006.
* **Microsoft certified System Administrator (MCSA)** – (3 month Course) from Bilsoft Information Technology, India in September 2008.
* Diploma in **Computer Programming** (48 hours) from ICSA, Kuwait in December 2012.

**Educational Qualification:**

* **Graduation**: Bachelor of Commerce Degree (B.COM) from Goa University, India in April 2008
* **High School Graduation**: Passed S.S.C from Goa Board, India March 2003 and Higher Secondary School Certificate from Goa Board, India in March 2005.

**Work Experience Details in Middle East (Kuwait):**

**ABJ Engineering & Contracting Co. KSC (Closed), Kuwait**

**(**Subsidiary of Kharafi National, Kuwait**)**

**From 15th January 2013 to 30th August 2015**

**Designation:** Procurement Officer / Technical Clerk

* Filing of document and work procedures and conduct appropriate audits to ensure data integrity. Ensure that all documentation both electronic and other is up to date and backed up by the relevant supporting documentation.
* Manage small project or participate in Cross functional improvement Team related to improving the Purchase Requisition to Purchase Order process. Also participate in BID process to get necessary information from vendors through RFP (Request for Proposal)
* Preparation and Submission of Authorized/ Approved Vendor List (AVL’s) for client’s approval. Also Maintaining & updating the Vendor Database & Vendor Evaluation
* Examine and Analyze Department Purchase Requisition for completeness and accuracy of information, Initiator to clarify or complete information, determines method to process requisition based on amount, timeliness request and supplier selection.
* Receipt of Approved BOM/ BOQ from Engineering, Floating enquires both local and international suppliers and obtaining the price quotation from the vendors & prepare comparative statements for review and approval.
* Coordinate with Store for Monthly Inventory Status and reservation of material from Inventory for current project/BOM requirement.
* Coordinating with Engineering Team for any technical deviation from vendor’s quotation.
* Negotiation with the supplier based on the target price, delivery schedule & payment terms.
* Finalization of Purchase Order. [ Local (LPO) and International (IPO)]
* Coordinate/Expedite with supplier for material manufacturing progress report, Shipping document and Commercial Invoice for timely delivery.
* Upon receipt of material coordinate with Store for correct material received as per Delivery Note and Purchase Order (PO).
* Liaison with Finance Department for Letter of Credit (LC’s), submission of invoices and follow up timely payment to be made to Supplier/ Vendors.
* Use of Microsoft Office Suite and **ERP Database Management Systems** (as end-user).
* To handle Imprest Fund for routine expenses and collect proper invoices for reimbursement.

**ITT Vectrus, Kuwait (Subcontracted by KRH, Kuwait)**

**Job Location:** US Army Base –Camp Arifjan, Buehring & Virginia, Kuwait

**From 13th February 2011 to 30-December 2012**

**Designation:** Supply Technician / Store Keeper

**CSA Ltd. (Combat Support Associate), US Army Base- Camp Virginia, Kuwait**

**Job Location:** US Army Base –Camp Arifjan, Buehring & Virginia, Kuwait

**From 11th February 2010 to 12th February 2011**

**Designation:** Supply Technician / Store Keeper

* Supervision of warehouse, managing the team of junior personnel and trained them accordingly within Department.
* Filing and maintaining of documents such as Material Requisition, Cash Purchases Invoice, Credit Note and Delivery note/Order.
* Loading and unloading of material received and keep it at proper location in warehouse.
* Conducting periodic physical inventory using Bin Card System and location survey to maintain accuracy.
* Applied **Microsoft office Package and MAXIMO software application** to track inventory levels, order status and total asset visibility system.
* Preparation of Material Requisition (MR), Purchases Requisition (PR) for ordering and re-ordering of spare parts, Fixed Assets and Consumables.
* Conducting Inventory of Company Property (Vehicle), Power Tools and other Assets.
* Managing Tool room and issuing tools and spare parts to other department such as Mechanical, HVAC, Plumbing, Electrical and others.
* Maintaining, Verification, proper storing and issuing of hazardous materials with safety warning, signs and logo. Also Maintaining Material Safety Data sheet (MSDS) in all location.
* Preparation of Scarp Disposal Report and submit to Procurement Department for Approval and valuation.

**Work Experience in India:**

**Jumbo Cyber Net Hub**

**From 15th May 2008 to 31st December 2009**

**Position Held:** Computer cum Data Entry Operator

Job Details:

* Installation, Up-gradation and Repair of Windows based operating systems (Win98, XP, Vista)
* Maintain backup systems and produce daily, weekly, monthly backups of systems.
* Installing and troubleshooting different applications for residential end users.
* PC Systems & Peripherals assembling, formatting, troubleshooting & configuration.

**Personal information:**

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| --- | --- | --- |
| Name | : | Roy |
| Date of Birth | : | 08th October 1987 |
| Gender | : | Male |
| Nationality | : | Indian |
| Religion | : | Christian |
| Marital status | : | Single |
|  |  |  |
| Languages Known | : | English, Hindi, Konkani |