 Email : [santhosh.382722@2freemail.com](mailto:santhosh.382722@2freemail.com)

**SANTHOSH**

A result driven senior procurement executive with a proven track record of achieving cost reduction, process improvement and efficiency gains in the positions held within the organization’s mission and vision. He seeks a challenging managerial position in Procurement Dept. with an esteemed organization in the construction Industry, preferably in the Middle East

**PROFILE SUMMARY**

Procurement Executive with hands on experience of 13 years in the procurement process,(Middle East, UAE & KSA)

* Envisioned and capable of developing a team of purchasing experts with a thorough knowledge about the market and to direct the team in such a way to deliver the best of their talents and keeping them motivated as well.
* A leader, able to guide the subordinates to formulate and regularize reports that will help the department to analyse the status and make corrective steps if required.
* Familiar in maintaining a dominant relation with the market’s leading vendors in order to establish a hassle free supply. Making a strong vendor base shall be a primary target.
* Well experienced in creating strategies to ensure the profitable delivery by procuring the ideal resources and materials in a cost-quality parity and through healthy negotiation.
* As part of a profit centre, aimed to contribute to the project by frequent liaison with the respective execution team to ensure the project needs are catered all the time.
* Successful negotiator in gaining suppliers’ confidence in favor of the company and establishing credit facilities with major players in the Market for all ranges of materials in the construction industry.
* Came out as a professional purchaser with thorough knowledge in all aspects and process of purchasing under the guidance and support of a large member team of professionals.
* Have expertise in formulating material database with reputed brands and its dealers.
* Gained a considerable knowledge about the Civil construction materials and their sources in the Saudi and Dubai market.
* Capable to support the technical team. Being part of a limited member team of procurement in Shapoorji in Saudi, supported technical team in preparing contracts and related assignments.
* Have an excellent hand in ERP - Purchase Modules (**SAP**&, Quadra ) and trained the colleagues in a professional manner.
* As part of the management, strategist to support the tender team by providing relevant and updated market information periodically. Achieved the management confidence by providing adequate and updated information to the tender team, who could win more projects.

**WORK EXPERIENCES**

Since Aug’2010 to 24th Jan  2018

**SHAPOORJI PALLONJI MIDEAST LLC,** Riyadh& Dammam, KSA

Current Position : **Sr.Purchase Officer**

Projects Handled : KAFD – Parcels 4.10 & 4.11, Riyadh (SR.400Millions)

Al Reziza Tower, Al Khobar (SR.100 Millions)

Abdul Karim Holding Tower (SR.300 Millions)

Al Khoarayef (Stay Bridge Suites) (SR.340Million)

* Procurement - Procuring materials required for the construction site:-
* Sourcing of material suppliers and bidding
* Technical evaluation with the support of expert advice
* Commercial evaluation of the quotations
* Negotiating with suppliers for the better competitive rates to use effectively the company’s buying potential
* Issuing LPO and ensuring timely delivery of materials
* Showing and preserving strong rapport with suppliers to ensure retention
* Formulating and organizing the cost saving strategic purchase plans by complying to the project specific procurement schedule.
* Planning – All activities related to material/services planning, inventory management
* Material Planning and scheduling
* Define logistical requirements of delivery
* Ensure proper internal distribution of supplies
* Analyze inventory levels
* Organize storage
* Administrative – All activities related to day to day administrative work.
* Preparing and filing of Procurement related record and reports
* Resolve related issues with suppliers (pricing, payment etc.)
* Handle supply emergencies and rush orders
* Track account payable metrics and handling of pricing issues and invoice mismatches

From May’2005 to Aug’2010

**ACICO INTERNATIONAL CONTRCTING LLC,** Dubai, UAE

Designation : **Procurement Officer**

* Performing all process of purchases ie., identifying potential suppliers related to the indented material, bidding, making comparative statement, recommending for issuance of Purchase Orders based on commercial and technical evaluation and issuance of Purchase Order.
* Conducting market search, identifying and start business with appropriate suppliers in terms (good price, payment terms, update of new brand arrivals, timely delivery etc.) favorable for the business of the organization.
* Ensuring timely delivery of materials to the project sites.
* Liasoning with the concerned people in stores/site regarding the quality of the materials, performance of suppliers, storage conditions etc. and make corrective actions to ensure the smooth and uninterrupted supply to the demand.
* Prepare MIS reports related to the Purchase Process and follow the directions of the management.
* Invoice processing in ERP and submission of invoices to Accounts Dept. after rectification of mistakes and disputes if any.
* Coordinate with Accounts Dept. related to the payment issues of the suppliers.

From Mar’97 to Mar’05

**LIBERTY GROUP OF INDUSTRIES,**Mumbai, India (Fertilizer Manufacturer)

Designation : **Executive – Admin & Banking**

* Over all control for the day to day cash and Bank Transactions.
* Opening of Inland L/cs and preparing the pertaining documents from time to time.
* Scrutinizing of petty expenses and other vouchers.
* Keeping the time record and preparing the payroll.
* Co-Ordination with the Branch Offices and Head Offices for the funds Transfer.
* Correspondence with the Banks and other institutions.
* Arranging the Travel arrangement and meeting for the Board of Directors

Achievement: During this service, awarded Best Employee Award 2002.

From Apr’90 to Feb’97

**A.H. WHEELER AND CO. LTD.,** Mumbai, India (Book Publishers)

Designation : **Officer – Accounts & Stores.**

* Preparing the Stock Ledger
* Keeping the suppliers’ ledger account.
* Checking the Invoices and Cash Memos.
* Preparing the Order Lists for the Whole Sailors
* Study the market condition and find out the fast moving articles at seasonal occasions.
* Preparing the Sales statements
* Reporting to : Deputy General Manager

**EDUCATIONAL QUALIFICATION**

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* **Bachelor of Commerce** from Calicut University, Calicut in1988

**COMPUTER SKILLS**

 Diploma in Computer Operating from Indo German Cultural Society, Mumbai, India

 Computer Packages Known : Windows 98, MS Word, MS Excel, Power Point.

 Accounting package: Trio/Tally and Peachtree.

● Certificate of Achievement in Client Relationship Management by Lifezone, Training- UK

**PERSONAL DETAILS**

Date of Birth : 01st June 1966

Gender : Male

Marital Status : Married

Languages : English, Hindi, Malayalam, Tamil.

**UAE Visa Status : Visit Visa,**

**PASSPORT DETAILS**

Nationality : Indian

Place of Issue : Riyadh, KSA

Date of Issue : 04/06/2016

Date of Expiry : 03/06/2026