**SRIKUMAR**

**Email:** **srikumar-397230@gulfjobseeker.com**

**PROFILE SUMMARY**

* An accomplished professional with **over 15+ years** of experience in various fields with multi task expertise in a fast paced environment.
* Profound capability to establish strong relationships with Staff, Clients, Subcontractors & Vendors to build relations for customer business needs and required outcomes.
* Adroit in providing assistance and collaborating with team on Project personnel to deliver overall Project performance, Include Costs, Quality, Document submittal and Stakeholder satisfaction.

**CORE COMPETENCIES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Project Coordination |  | Dispatch |
|  | Site Coordination | Data Entry & Documentation |
| Site HR & Administration | Supervisory & Management skills |
|  | Facility Management |  | Time Management |
|  | Procurement Coordination | Strategic thinking and Good Analytical skills |
|  | Warehouse Operations | Communication & Interpersonal skills |
|  | Inventory Management | Team Work, Team Management |

**WORK EXPERIENCE**

***Key Deliverables***

**Project Coordination**

* Receiving Tender Document/Specification from client;
* Understanding the scope of work and Preparation of RFQ documents;
* Identifying suitable vendors from data base and Floating RFQ to various vendors;
* Clarification on vendors query and Receiving competitive quotation from vendors;
* Bid evaluation sheet preparation and Pre-bid meeting arranging with vendors for price negotiation;
* Preparation of Manpower/Equipment deployment schedule;
* Preparation of list of recommended T&P & Consumables;
* Internal project budget creation & Project Execution Budget preparation and Project cost control;
* Preparation & Submission of offer to client and Coordination with client until receipt of LOI;
* Mobilizing Manpower to site; Mobilizing Tools & Tackles to site;
* Required coordination with site until execution starts;
* Preparation of Daily report, Weekly report and Monthly report;
* Planned vs. Actual Manpower comparison and Planned vs. Actual Cost comparison;
* Coordination with Site for entire project duration;
* Coordination with Procurement for issuance of LOI and PO on time;
* Coordination with Finance for payment receipt & release;
* Coordination with HR dept. for recruitment;
* Coordination with Admin for Local travel arrangements, Hotel accommodation;

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* Preparation of Measurement Sheet based on BBU (Billing Break-up);
* Preparation and Submission of Invoice to client, follow-up with site for site certified measurement sheet;
* Receiving Vendors and sub-contractors monthly invoice and Processing for payment and periodical payment follow-up.

**Site Coordination**

* Resource mobilization after award of project such as Site Staff, Manpower and T &P;
* Establishment of Site Office (Temporary/Permanent), Site Staff Accommodation and Labor Camp;
* Establishment of Stores and warehouse, initiating construction, etc.;
* Follow-up with Procurement group for site materials delivery on time;
* Purchase or arrange from other site, transportation follow-up, HSE consumables arrangement;
* Daily Progress Monitoring with Plan vs actual comparison;
* Preparation of Daily, Weekly, Monthly report and circulation to Site / Head Office / HQ & Client;
* Providing necessary Support to job Site during the time of execution;
* Coordination with Client for submission of RA bills and follow-up for timely payment receivable;
* Coordination with sub-contractors for timely submission of RA Bills and follow up for their payment;
* Required support for Safety and Quality Management at Sites during execution of the project;
* Site documentation and preparation of required procedures;
* Close coordination with Project Site during initiation and after completion of facilities;
* De-mobilization planning after completion of work, exit entries for T & P;

**Site HR & Administration**

* Liaison with statutory bodies;
* Gate pass management for Site staff, Workers and visitors;
* Inward outward entries and gate pass management for materials and consumables;
* Site staff camp and Labor camp arrangement and allotment;
* Repair & Maintenance of Site office, staff camp and labor camp;
* Vehicle management for staff, guest and visitors;
* Statutory documents and compliance follow-up;
* Preparation and submission of various statutory reports and returns;
* Preparation and maintaining of various confidential files;
* Arrangement of T&P and consumables for site smooth running;
* Site Fixed assets maintenance;
* Site Staff facilities arrangement, maintaining leave records;
* Site Staff Home Leave travel assistance;
* Preparation of site material request;
* Site Petty Cash Management for Local procurement;
* Preparation of HR Clearance documents on monthly basis and submit to client for payment;
* Coordination with vendors and subcontractors;
* Coordination with sub-contractors for statutory documents obtaining on monthly basis;
* Local vendor payments follow up;
* Visa formalities for foreigners visit and FRRO documentations;
* Special attention to foreign nationals visit and arranging customized facilities for them;
* Employees Welfare and Support Services.

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**Facility Management**

**Staff Camp / Site Office / Guest House Administration**

* Complaint Management “To register and resolve day to day grievances of employees in line with the company policies”;
* Ensure general maintenance of company properties like Site Staff Accommodation, Guest Houses (for Indians & Foreign Nationals), Site Offices, Indoor & Outdoor facilities;
* Manage housekeeping of the entire camp and office;
* Manage RO Water supply for drinking at all the Rooms;
* Ensure coordination of procurement fixtures and fitments on need basis for the executive’s residents;
* Coordination for rent invoicing, reconciliation and rent recoveries;
* Repairing / replacement of Furniture / Fixtures of all Camp and Office;
* Liaison with Government officials (RTO officers, / Telecom / Etc.);
* Communication for all possible on site hazard and coordination for its quickest rectifications with concern dept.

**Canteen / Mess Management**

* Ensure smooth functioning of day to day Canteen Operations;
* Conduct Canteen Committee meeting/reviews on a weekly/monthly basis;
* Ensure safe practice and hygiene policy is strictly followed at dining areas;
* Ensure smooth function of Pantry Services for Site Office and Site Containers / Warehouse Offices;
* Ensure providing best quality of food to staff and visitors with competitive and subsidy prices;
* Preparing policies for mess and dining hall operations.

**Event & Facility Management**

* Organizing monthly entertainment / Function (Cultural / Sports) for the Employees & their families;
* Organizing celebration of all Festivals in Staff Camp and Guest House;
* Organizing sports event for employee’s time to time period / seasons;
* Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments;
* Manage the upkeep of equipment and supplies to meet health and safety standards;
* Inspect buildings’ structures to determine the need for repairs or renovations;
* Review utilities consumption and strive to minimize costs;
* Supervise all staff facilities (custodians, technicians, groundskeepers etc.) and external contractors;
* Control activities like parking space allocation, waste disposal, building security etc.;
* Allocate office space according to needs and maintain records;
* Handle insurance plans and service contracts time to time;
* Arrange functions and parties for festivals and special days, milestone achievement party;
* Strong Relationship with Clients/Vendors/Statutory officials/employees and their families.

**Transport Management**

* Transport arrangement (LMV) for guests, visitors and staff;
* Ensure smooth Operations of Company owned buses and LMV;
* Ensure Driver’s recruitment/duty deployment and monthly safety training;
* Ensure preventive and schedule maintenance of company equipment/buses & LMV;
* Handling of vehicle related documentations, Permits, vehicles registration and transport process, Insurance, etc.

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**Executive Assistant to Senior Vice President (SVP)**

* Keeping and maintaining confidential information;
* Flexibility and adaptability for all work locations and travelling along;
* Good oral and written communication skills to check and reply all kind of communications;
* Organizational skills and the ability to multitask such as handling various tasks at a same time;
* Proactive ability and take the initiative and implementation;
* Tact and diplomacy on all tasks and completion ahead of the provided schedule;
* First point of contact: dealing with correspondence and phone calls;
* Managing diaries and organizing meetings and appointments, often controlling access to the SVP;
* Booking and arranging travel, transport and accommodation;
* Organizing events, Meeting and conferences, Preparation of Minutes of Meeting;
* Daily reminder about pending task in Minutes of Meeting and achieving pending task as scheduled;
* Reminding of important tasks and deadlines and planning/ re-scheduling based on urgent task;
* Speed Typing, Compiling and preparing reports, presentations and correspondence with MS Office;
* Collating and filing expenses of various travel and business related activities time to time;
* Miscellaneous tasks to support SVP, which will vary according to the sector and to the manager’s remit;

**Procurement Coordination**

* Receiving Intent from internal department (Project Team);
* Analyzing the requirement of the materials / service;
* Fix a time line or schedule for the supply of material or service from the date of receipt of request;
* Issue RFQ to various vendors from master vendor database;
* Receive competitive bid and preparation of Bid evaluation sheet;
* Compare scope of work quoted and short listing bids based on L1, L2, L3, L4 category;
* Arranging Scope clarification meeting with vendors;
* Explain the requirement and discuss with exact specifications;
* Preparation of Minutes of Meeting with scope clarifications agreement;
* Receiving revised bids/offers/quotations from vendors based on MOM;
* Verify the procurement cost is in line with project budget;
* Apply strong negotiation skills for cost reduction;
* Utilize only 80% of the project cost for procurement budget, keep 10% for contingency purpose;
* Upon finalization of bid, preparing scope of work, terms and conditions, warranty and payment terms;
* Preparation of internal note / cost justification sheet / single vendor justification sheet;
* Preparation of note for approval and circulate to concerned department for approval;
* Preparation of Letter of Intent based on the urgency of the material or service;
* Preparation of Purchase Order with MD’s approval;
* Monitored production time lines and tracked progress with vendors and project owners;
* Ensuring delivery of material or service well before the due date;
* After supply of material to project site, obtain GRN (Goods Received Note) with receiver’s signature for payment process;
* Arrange returning goods if not supplied as per specification;
* Advise to prepare debit note or credit note based on the shortage or excess of materials;
* Obtain test certificates before supply of materials subject to applicability;
* Keen coordination with concern department for materials stacking properly;
* Observe the expiry date of the materials supplied and inform team to utilize on time to avoid wastage

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of materials for plant operation purpose;

* Coordinate with Accounting Department to resolve invoice discrepancies and reconcile monthly;
* Provided administrative support to projects sites;
* Manage all procurement activities for my assigned area;
* Communicate with all levels of management in the areas of planning, purchasing, logistics and operations;
* Oversaw multiple district level employees to ensure that they stayed current on open PO reports, goods receipts, GRIR (goods receipts, invoice receipts), and slow moving obsolete items;
* Participated in team strategizing to optimize product and freight spend;
* Consistently reduce lead times for materials delivery by strengthening relationships with suppliers;
* Play a key role in monthly and annual inventory audits and cycle counts;
* Meet project managers and discuss weekly purchasing goals;
* Maintained records of vendors and transportation to better serve customers wants and complaints;
* Preparing procurement budget and circulate to project managers/site managers;
* Overseeing and supervising employees and all activities of the purchasing department;
* Preparing plans for the purchase of equipment, services, and supplies;
* Following and enforcing the company's procurement policies and procedures;
* Reviewing, comparing, analyzing, and approving products and services to be purchased;
* Managing inventories and maintaining accurate purchase and pricing records;
* Maintaining and updating supplier information such as qualifications, delivery times, product ranges;
* Maintaining good supplier relations and negotiating contracts;
* Researching and evaluating prospective suppliers based on vendors qualification criteria;
* Preparing budgets, cost analyses, and reports analyzing on monthly basis with actual data’s.

**Commissioning Punch List Coordination**

* Obtain the Punch List from Client;
* Segregating the system wise Punch list with the help of concerned engineers;
* Prepare the Category wise Punch List such as Category-A, B and C;
* Prepare Priority-1, 2 & 3 in all the categories (A, B & C);
* Preparing Punch List based on the requirement of plant operation and non operation;
* Providing priority for Plant operation related punch list as Priority -1 in Category A;
* Manpower / Gang allocation for each category wise punch list;
* Preparing day wise punch list schedule and maintaining the target date;
* Conduct tool box meeting at site on daily basis before start of Punch List work;
* Monitor the punch list work progress at site and random visit in each area;
* Conduct weekly meeting for pending punch list completion discussion;
* Expedite with site for the completion of punch points as per due date;
* Take pictures before start of punch list rectification;
* Take pictures after completion of punch list completion;
* Compare or prepare the documents with pictures and submit to Client for records;
* Obtaining signature on protocol for each completed Punch Lists;
* Preparing cost work out and estimation for punch list;
* Preparation for Manpower allocation chart for each punch list;
* Updating and submitting punch point status time to time to client and Head Office;

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**Warehouse Operations**

* Responsible for Ordering, Receiving, Storing, Issuing & Inventory management;
* Maintain the vendor list and ensure the local procurement of required items from various vendors;
* Checking that the truck manifest to ensure all items are delivered and in satisfactory condition;
* Arranging placement in assigned storage location, to ensure that all stored items are readily accessible;
* Inventories will be conducted weekly and monthly, if required daily basis also for selective items;
* Maintain inventory reports and records in excel sheet, SAP,ERP or purchase software as available;
* Updating all store data in computerized system and monitor time to time;
* Training warehouse personnel on proper operation of Material Handling Equipment (MHE);
* Looking for leaking items, open and exposed products needs special attention and preservation;
* Make sure all products are fit for consumption and assure storage areas are clean and organized;
* Conducting frequent “storage area walks-inside and outside of facility” through-out the shift;
* Check for adherence to standards, sanitation / litter issues, equipment problems and safety issues.

**Inventory Management**

* Responsible for proper execution of assigned inventory controlling activities;
* Maintaining re-order levels;
* Managing inventories within the optimum levels;
* Up to date reporting and documentation;
* Issuing supplies to the respective locations on time with proper and accurate documentation;
* Maintaining the minimum stock levels and update warehouse Manager for reorder;
* Identifying and reporting to the warehouse Manager on the dead moving inventories on periodic basis;
* Ensure that procured materials are consumed correctly with effective inventory procedure;
* Coordinate Purchasing Team with proper vendor selection and obtaining samples before order;
* Maintain stock levels in the warehouse and restock by creating intents to avoid out of stock situation;
* Resolve receiving error issues in database to avoid duplication of Purchase Orders;
* Perform item master maintenance transaction in all appropriate databases and systems;
* Coordinate Product Change Notification Process;
* Develop relationships with suppliers to resolve delivery and quality concerns.

**Dispatch**

 Supervise Picking & Packing, Supervise loading & unloading;

* Dispatch of finished goods to various customers to various destinations;
* Raising any paper work required related to dispatch and checks that all is accurate. ;
* Receiving, opening & checking incoming goods;
* Process improvement through knowledge of inventory practices;
* Physical stock takes and inventory management;
* Ensure that the stock quantity on hand is stored in finished product warehouse;
* Customer focused with a dedication to providing exceptional service;
* Maintaining organization of the bulk warehouse;
* Maintaining good housekeeping in storage areas;
* Making stock locations known and easily found;
* Preparation of end of month reports;

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**Data Entry & Documentation**

* Arrange and maintain all controlled company documents;
* Update and control procedure documents and forms;
* Create and manage document hierarchy and process systems;
* Take charge of all document identification, classification, and filing;
* Frequently conduct document confirming they are current and accurately reflect recorded evidence;
* Ensure revised documents are accessible;
* Assist with communication during external audits;
* Conform to company enforced specifications and document control procedures;
* Train document control clerks and delegate and oversee their tasks;
* Train employees in the company’s controlled document processes to ensure correct handling;
* Oversee document through its entire lifecycle (inception to archival);
* Check and edit incoming documents and prepare for distribution;
* Create document filing and organizing systems that are both effective and efficient;
* Ensure proper organization and security of documents (paper and electronic);
* Log document requests and help retrieve documents as needed for employees;
* Make available, notify and distribute documents to relevant recipients;
* Confirm delivery of documents to proper personnel;
* Collaborate and communicate with managers and project leaders;

**PRIOR EMPLOYMENTS**

***❹ Oct 2007 to Nov 2019***

***Senior Manager***

**Project Coordination**

**Site Coordination**

**Site HR & Administration**

**Procurement Coordination**

**Executive Assistant to SVP**

**Commissioning Coordination**

***Work Location:***

***Hyderabad – Project Coordination / Procurement Coordination)***

***Anpara. Mundra (O & M – Site Management)***

***Kudgi, Meja, (STG Erection –Site Coordination / Administration)***

***Darlipal – Commissioning Coordination***

***TPSC (India) Private Limited, Hyderabad, India***

***(Wholly owned subsidiary of Toshiba Plant Systems & Services Corporation, Tokyo, Japan)***

**Projects worked:** 2x500 MW UPSEB Anpara TPP5x800 MW CGPL Mundra UMPP 3x800 MW NTPC Kudgi STPP

2x660 MW MUNPL Meja STPP

2x800 MW NTPC Darlipalli STPP

2x600 MW Moserbear Anuppur TPP

2x660 MW Lanco Babandh & Vidarbha TPP

***❸ July 2007 to Sep 2007***

**Warehouse Operations**

***Work Location: Attaque (Yemen) Sodexho International SA Yemen*** Under: Amec Spie Hawk International ***Project:*** *Yemen LNG Pipe Line Project*

***❷ April 2005 to May 2007***

**Inventory Management**

***Work Location: Mosul, Bagdad Iraq)***

***Kellogg Brown and Root Services INC, Iraq (KBR Services – A Halliburton Company) Project:*** *US Army Forces Facilities Warehouse for**Operations Iraqi Freedom*

***❶ Aug 1995 to Dec 2004***

**Dispatch and Documentation**

***Work Location: Tirupur / Coimbatore***

***Various Companies in Tamil Nadu, India***

* ***KPR Spinning Mills Limited***
* ***Mahavir Spinning Mills Limited***
* ***Coats Viyella India Limited***

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**SCHOLASTIC**

* Bachelor of Commerce from Bharathidasan University, Tiruchirappalli, TN, India, 1995;
* Master of Commerce from Annamalai University, Chidambaram, TN, India, 1997;
* Master of Business Administration (Industrial Relations Management) from NIBM Global, India, 2019.

**PERSONAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (Given) Name | : | Srikumar |  |  |
|  | Sex | : | Male |  |  |
|  | Date of Birth | : | 14th March’ 1975 |  |
|  | Marital Status | : | Married |  |  |
|  | Nationality | : | Indian |  |  |
|  | Resident of | : | India |  |  |
|  | Blood Group | : | A Positive |  |  |
|  | Technical Qualification | : | Typewriting English and Tamil Higher Grade (45 words / Min) |
|  | Computer Proficiency | : | MS Office (Excel, Word, Power Point) |
|  | Languages Known | : | Tamil (Native Language R,W,S), English (R,W,S) and Hindi (S) |
|  | E-mail ID | : | Srikumar-397230@gulfjobseeker.cm  |  |
|  | Last CTC (2019-20) | : | Salary: | INR 1,273,142/- PA |
|  |  |  | Allowance: | INR | 108,000/- PA (site deputation) |
|  |  |  | Ex-gratia: | INR | 212,190/- PA (2 months gross pay) |

* Expected CTC
* Notice Period
* Reason for Job Search

**Total:** **INR 1,593,332/- PA**

* Negotiable (Based on the Budget of the Company)
* Ready to Join Immediately
* Closure of current company in India

**DECLARATION**

I hereby certify that the particulars stated above are true and correct up to the best of my knowledge and belief.

***Signature of the Applicant***

***Srikumar***

***END OF RESUME***

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