

Biju Elias

Procurement Officer/Supervisor

Dubai

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00971 544471648

- ❖ A competent professional with over 12 plus years of experience in the field of Procurement / Purchasing (Mechanical Electrical Plumbing, Civil Building Material, Steel, Glass, Fasteners, Hardware items, Decoration, Interior items, Carpets, Stationary items etc.).
- ❖ Previously Associated with Al Baddad Capital FZCO - Dubai-UAE as a Procurement Officer.
- ❖ Achieved Skills to Conduct Market Survey periodically for new Suppliers, manufactures, quality, cost, efficiency and prompt delivery of goods and services.
- ❖ Managed Purchase Executives & Succeeded the Negotiation with vendors.
- ❖ Slashed payroll/benefits administration costs 20% by negotiating pricing and fees, while ensuring the continuation and enhancements of services.
- ❖ And ERP Systems, Oracle etc.

Willing to relocate: Anywhere

Work Experience

Purchasing Supervisor

Theeram Technical Services LLC - Dubai

January 2019 to Present

Finding prospective MEP, Civil, Steel, Glass, Hardware, Stationary suppliers to obtaining quotation, analyzing offers, negotiating and issuing POs

Procurement Officer

Al Baddad Capital FZCO - Dubai

November 2016 to December 2018

Accountabilities:.

- ❖ Achieved skills to Purchase & Coordinate to delivery of MEP, Steel, Glass, Wood, Carpets, All kind of PVC & Hardware items, fit-out, decoration, and interior, Stationary items etc.
- ❖ Maintained all purchase orders and associated documents.
- ❖ Accomplished & contributed Purchasing of new Machines with very low price for better and fast productions.
- ❖ Scrutinized all rates of production on everyday basis and harmonized with supplier and conducted market survey for new suppliers, vendors, price list etc.
- ❖ Learned to keep efficient cooperation and relationship between all departments.
- ❖ Equipment hiring like- Generators, Crain, Forklift, Man lift, Scissors Lift etc.
- ❖ Any other duties and responsibilities assigned by the management from time to time.

Highlights:

Part of the Projects: Khalifa Port, 0033 Pool Proj., 3031 RAK Proj., 0088 Int. Proj., 1110 Al Ain Proj., 15K etc..

Assistant Procurement Officer

Robin Builders & Contractors

December 2014 to October 2016

Accountabilities:

- ❖ Procured, (MEP, Steel, Hardware items) Coordinated and Selected right suppliers by preparing comparative statements and formulated purchase policy and its execution.
- ❖ Followed up on purchase orders and coordinated with the assigned supplier and contractors to ensure timely delivery of goods & services.
- ❖ Maintained preferred vendors' lists to ensure that good and services are acquired from the best offer providers and within optimal time frame.
- ❖ Any other duties and responsibilities assigned by the management from time to time.

Highlights:

- Received the ownership on two wheeler vehicle (Gift)

Procurement Assistant

Zealous International Trading & Contracting Co

September 2013 to October 2014

Accountabilities:

- ❖ Found prospective MEP, Steel, Glass, suppliers to obtain quotation, analysing offers, negotiated and issued PO as per the approval of senior manager. And contribute to developing new supplier list.
- ❖ Sorted purchase competitively and wisely at the most economical prices.
- ❖ Worked closely, assisted top management and operated with internal and external procurement needs, quality, and delivery requirements. Fit-out, decoration, and interior materials.
- ❖ Ensured supplies and purchases were in line with company procedures and policies.
- ❖ Confirmed efficient cooperation and relationship between all departments

Highlights:

- Taken part in Building Materials, MEP procurement for School building project
- Honored as a time management employee.

C H Technician & Purchase in charge

Volks Electronics Pvt.Ltd

November 2002 to February 2005

Accountabilities:

- ❖ Maintained records of all purchase order and associated documents.
- ❖ Installed Operating Systems like Windows, Linux etc. And install necessary Software according to the customer requirements and Troubleshoot if required.
- ❖ Serviced Computers for Banks, Reputed Companies and Houses etc.
- ❖ Operated Projectors, Slide Films, tape recorders, record players, and other Audio equipment for the Seminars and Multi National Executive & General Meetings.
- ❖ Set up the audio visual equipment in every event.
- ❖ Prepared and maintained purchasing records, reports and price lists and Logistics files

Highlights:

- Taken part in assembling and installing number of computers for multi - national companies
- Assembled and installed number of computers individually

ACADEMIA

Education

Diploma in Procurement Management in Procurement Management

CGIMT Institute

2008

MBA in Logistic & Supply Chain Management

ICFAI University, Trivandrum Centre

2007

Diploma in Computer Hardware & LAN in Computer Hardware & LAN

CGIHT Institute

2002

Bachelor's Degree in English Literature in English Literature

Nagarjuna University

2002

Skills

ERP Systems, Negotiation etc (10+ years)

Additional Information

Linguistic Skills: English, Malayalam, Tamil, Hindi, Telugu and Arabic