

CURRICULUM VITAE

Unnikrishnan.KVP - Senior Procurement officer

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Personal Profile

An experienced **Procurement Officer** ~ Procurement materials specialist established via a positive career path in U.A.E & Qatar, dedicated and integrated in procurement processes across Construction, Fitout, MEP, Interiors & Carpentry, Fire Alarm and Fire Fighting , in both the Private and Public Sectors.

An established material background and disciplined work approach have enabled successful project delivery and continuous career development since 1998, which has been results orientated and determined throughout. Good planning and organisational skills, site and office based experience together with sound commercial acumen and technical understanding.

Education and Qualifications

- Bachelors Degree in Commerce, Calicut University, Kerala, India
- Type writing Lower & Higher - Kerala Govt. Tech. Examination
- Short Hand Writing - 60 - 80wpm.

Languages Known :

English, Hindi, Malayalam and Tamil

Training courses successfully completed

- Trading and Logistics Awareness Workshop
- IOSH Safety Training Course
- First Aid Training Course
- Supervisory Training Course
- Price Negotiation Training course
- **Driving Licence of UAE & Qatar**

Computer skills

- Microsoft Office and latest computer softwares
- Purchasing Soft wares, ERP, COINS & Mentor, Build smart etc.

Key Objectives

- Material planning, budgeting and control.
- Local & International purchase based on **Five Rights/Principles of Purchasing**
(*Good Quality + Correct Quantity + Best Price + Good Payment Terms + Delivery In Time*)
- Material accounting and management reports
- Vendor development and management
- Stores and inventory control
- Transportation, distribution and material handling

Total years of Experience in Gulf : 21 Years

United Arab Emirates - 15 years & Qatar - 6 years

Previous Job History

<u>1.</u>	Thomas Bennett Gulf LLC, Alum., Glass & Cladding	Dubai, UAE	Purchaser	1997-2002
<u>2.</u>	Al Naboodah Laing Oroure Construction, Porta Cabin, Wood, Fitout works	Dubai, UAE	Procurement Engineer	2003-2008
<u>3.</u>	Al Aweer Building Mettalic Alum, Glass & Cladding	Dubai, UAE	Procurement officer	2009-2009
<u>4.</u>	Gulf Turrets WLL, Signal Towers for Qatar, Militrey & Qtel	Doha Qatar	Procurement Officer	2010-2010
<u>5.</u>	Gulf Contracting Co., Interserve, UK Construction, Porta Cabin, Wood works	Doha, Qatar	Senior Procurement Officer	2011-2014
<u>5.</u>	Division Nine Interior Design, Interior Designer	Dubai, UAE	Procurement Officer	2015 -2016
<u>6.</u>	Gulf Contracting Co., Interserve, UK Construction, Porta Cabin, Wood, Fitout works	Doha, Qatar	Senior Procurement Officer	2017-2019

Major projects involved in UAE :-

Dubai International Airport, Terminal III,
Atlantis Water Park in Jumeirah Palm,
Motorcity Uptown Area I & II

Major projects involved in Qatar:-

Doha Festival City, Doha, Qatar
Barzan building works for RasGas Co. Ltd. Ras Laffan , Qatar
Construction of three schools for Ashgal at Al Wakrah, Qatar
New branches and renovation works for Commercial Bank of Qatar & Qatar National Bank,

Duties and Responsibilities

- Material planning, budgeting and control with the co-ordination of Estimation, Commercial, Engineering and Accounts Departments
- Material sourcing, vendor analysis and supplier selection
- Preparation of material enquiry based on specification, quantity required with complete technical data, specification and drawing
- Technical and commercial analysis of offers and bids.
- Budget checking, negotiation and finalisation of terms and conditions.
- Preparation of purchase orders based on five purchase rights / principle with proper T&C.
- Increase profit margin of the company by purchasing materials at the right quality, quantity, price from proper source and ensure the timely delivery and through negotiation.
- Verification and checking of materials received, resolve issues like rejections and discrepancies.
- Submittal, test reports, inspection reports, warranty / guarantee certificate arrangements.
- International purchase, import of materials based on INCOTERMS.
- Liaise with customs dept. & clearing agents/freight forwarders for material clearance.
- Reduce costs of materials by introducing alternative products, scientific methods, tools etc.
- Eliminate extra cost by proper material planning and handling.
- Market study, vendor development and management.
- Establishing a good buyer - seller relationship at all times.
- Carry out vendor assessment based on various parameters such as percentage of rejections, adaptability for new products, quality improvement rate, timely delivery, payment terms, credit limits, etc.
- Identifying and developing alternate vendor source for achieving cost effective purchases of component and materials.

- Ensures team unity and a clear vision of company goals and objectives. Operates on a foundation of trust and communication, treating people with respect and dignity.
- Make high-stakes decisions, attack complex purchasing management issues, provide expert advisory services and direct procurement operations.
- Maintain good relationship / co-ordination with clients, consultants, project execution team, estimation department, stores, transportation and accounts department, etc.
- Feed back / submission of weekly and monthly material purchase report to management.
- Checking of stock reports and maintaining reorder level at central stores.
- Efficiently and effectively control stores and inventory.
- Establishing systems and procedures for monitoring the flow of materials.
- Highlight stock accumulation, discrepancies and abnormal consumptions and provide effective control measures.
- Identifying new and better space saving techniques, methods for goods identification, storage and movement for optimum utilization of space.
- Selection of economically and commercially suitable transportation systems and methods.
- Maintain good health and safety environment at materials management.

Achievements

- Cost savings via introducing new products
- Designed new purchase order format
- Designed purchase reports supplier wise, material wise, date wise and project wise
- Implemented bin card system in the stores

Hobbies and Interests : Music, Reading and Walking

References : References can be provided upon request.

Personal Details

Marital Status	:	Married + 2 Children
Nationality	:	Indian
Passport Details	:	Upon Request