

# Vinod Sivaraman

Senior Purchase Officer at

Al Ali Construction and Development, Ras Al Khaimah, UAE

📞 971 50 370 8352 ✉️ vinusivaraman@rediffmail.com 📍 Dubai, UAE

Procurement Management Professional offering the benefit of a successful 15+ years progressive experience in International. Procurement Operation Management serving leading companies in UAE. Proven record of spearheading national and global purchasing and vendor sourcing plans that have continually provided timely and support to critical operations, reduced acquisition costs and improved net profitability

## Professional Synopsis

- Strong focus on building and maintaining close ties with vendors and suppliers. Proven ability and demonstrated skill at analyzing competitive bids & contracts. Delivered over Millions in total cost savings through expertise in forecasting, planning, budgeting, and effective leadership of multi-million international purchasing network.
- Excellent verbal and written communication skills, strong analytical skills, and the ability to work in a fast-paced, self-directed environment. Highly respected builder and leader of winning teams; able to assemble, motivate and retain a high-quality workforce of talent. Committed to performing professionally and effectively to contribute to the success of the company

## Professional Experience



**Senior Purchase Officer**

**Al Ali Construction & Development LLC, Ras Al Khaimah**

**21st -December 2021 to 14th May 2022**

For the past 16 years, commitment to our Core Values has made Al Ali the ideal building partner for the most forward-thinking organizations. Started in 2003 by Mr. Mohamed Ruqait, Al Ali Construction and Development continues to be a trusted partner in the construction market, with Al Ali success comes from a steadfast commitment to the client's vision, a passion for collaborative building practices, and a culture of balance, integrity, leadership, and loyalty.

- Receive MRs, and support with the issuing orders in accordance with specifications required.
- Record all details for all tenders, contracts, purchase requisitions and purchase orders in a purchasing database.
- Prepare the required procurement documents, review and process purchase requisitions in line with Company policies, procedures and processes.

## Academics

- **Bachelor of Arts (History)**  
Kerala University, India
- **Higher Diploma In Co-Operation (H.D.C.)**  
State Co-Operative Union, Kerala
- **Diploma In Computer Application**  
(D.C.A) NIIT Kerala

## Key Skills

- Global Vendor Sourcing & Cost Analysis
- Materials Management & Tracking System
- Suppliers Continuous Improvement Programs
- Executive-Level Negotiations
- Procurement Management
- Negotiating & Managing Strategic Agreements
- Strategic Planning/Forecasting
- Profit Maximization / Expensecontrol
- Vendor Relationship Management
- Forecasting / Budgeting

- Support with the technical evaluation process and the commercial evaluation of acceptable bids; support with the preparation of award recommendations for suppliers.
- Support with the follow up with suppliers on the receipt of required materials in a timely and accurate manner.
- Ensure the delivery of procured products/services to the relevant parties in Company
- Support with the periodic market research and stay abreast on new products, equipment and services emerging in the market.
- Support with the updating of database on active contracts, reports on status and expenditure.
- Follow up with Company functions and campuses about supplier evaluation forms to verify that purchase requests/specifications are up to standards.
- Prepare reports on purchases, including cost analyse
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Attend trade shows and exhibitions to stay up-to-date with industry trends



**Senior Purchase Officer**  
**Beaver Gulf Group, Dubai, UAE**  
 2nd -May-2012 to September 2021

Beaver Gulf Contracting Group Company, the symbol of 'Quality Project Management' is a leading construction company in UAE, with its headquarters in Dubai and established in the year 2006. The Company is an associate of Beaver Gulf Group of Companies, a highly reputed Real Estate, and Project Management Group, with diversified interests in Hospitality, Education, and Contracting.

- Identify purchase requirements both in terms of stock and the right purchase of stocks to avoid aging of stocks. Review all purchase requests / related approvals prior to authorization and obtain clarification if required.
- Ensure on time availability of material. Maintain follow up with suppliers on goods delivery; handle all queries and relevant complaints.
- Prepare and administer Purchase Orders and Contract Agreements for products purchased by the company.
- Research market intelligence on production patterns and purchasable surpluses, co-ordinate with Logistics Unit to facilitate the shipping and delivery arrangement of purchased products and equipment's.
- Ensure quality control, specification conformity, volume assessment, monitoring and verification of deliveries.
- Develop and prepare technical and legal contracts. Manage and coordinate with all interested parties including contracts disputes and claims related to procurement action.
- Administrate, coordinate and cooperatively work with other departments- Production, Quality Assurance, and Sales & Marketing.
- Develop and administrate the implementation of cost reductions relative to suppliers and keep adequate records to report on progress.
- Continually strive to increase understanding of material and processes associated with product assigned for purchase.



**Purchase Executive**  
**Prime Builders Contracting LLC (Member of RAK Ceramic)**  
 22nd -March-2008 to 30-04-2012

Responsible to facilitate timely and cost effective procurement of materials, equipment and services for this company engaged in manufacture and supply of Building/other Products of high quality with the latest technology available in the construction industry today. Reporting to the Purchase Manager

- Assure proper purchasing procedures, looking for the best quality and pricing as per the company guidelines.
- Receive purchase requisitions and verify them in accordance with the company policies, guidelines and budget.
- Identifying reliable sources to supply goods and services in accordance with the policies, practices and procedures of the company

- Negotiate, review and administration of purchase contracts with different suppliers of material and services.
- Analyse / evaluate the quotations / offer and recommend selection (based on price, technical specification, delivery) for final approval by the management.
- Vendor development (source and recommend new sources or alternative materials, prices, products and services.)
- Effective proactive liaison with user departments.
- Close cooperation with the Stores and different inventories responsible to assure proper reception of goods and services procured.
- Generate Procurement reports with regard to the spending/trend analysis for the management



**Store & Purchase Administrative Officer**  
**Stevin Rock LLC (ISO-9001:2000), Ras Al Khaimah, UAE**  
 18-Nov-2003 to 10-Mar-2008

Responsible for managing the purchasing management function of this leading company engaged in the business of quarry operations in the region producing over 32 million tons of rocks and exporting to various countries in the Middle East and the Indian sub-continent by ensuring the flow of goods from vendors in an efficient, cost effective way to meet business requirements with minimum interruptions to service. Reporting to the Purchase Manager.

- Plan and manage departmental operating, capital, direct/indirect labour and overall procurement budgets.
- Planning, developing and implementing strategies for managing the centralized purchasing functions for procurement and introducing the policies, systems, and processes required to support business operations and improve financial performance.
- Responsible for sourcing, negotiating and managing the annual purchases both (Local and International) of – Products/ Services worth AED. 15 Million p.a from local and international markets – UK/USA/ Australia/New Zealand/South Africa/China in support of business operations.
- Liaise with user departments as required, ensuring inventory levels of items are maintained.
- Negotiate and secure the most competitive terms on long term procurement agreements with preferred suppliers ensuring firm fixed pricing, delivery schedules and terms and conditions are clearly defined and understood by all parties.
- Identify purchase requirements both in terms of stock and the right purchase of stocks to avoid aging of stocks. Review all purchase requests / related approvals prior to authorization and obtain clarification if required.
- Ensure on time availability of material. Maintain follow up with suppliers on goods delivery; handle all queries and relevant complaints.
- Prepare and administer Purchase Orders and Contract Agreements for products purchased by the company.
- Research market intelligence on production patterns and purchasable surpluses, co-ordinate with Logistics Unit to facilitate the shipping and delivery arrangement of purchased products and equipment's.
- Ensure quality control, specification conformity, volume assessment, monitoring and verification of deliveries.
- Develop and prepare technical and legal contracts. Manage and coordinate with all interested parties including contracts disputes and claims related to procurement action.
- Administrate, coordinate and cooperatively work with other departments- Production, Quality Assurance, and Sales & Marketing

## Personal Details

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- Date of birth : 17-05-1977
- Nationality : Indian
- Driving License : Valid UAE Driving License
- Languages Known : English & Hindi
- LinkedIn : / <https://www.linkedin.com/in/vinod-sivaraman-2b6aa839>
- References Available upon request