

Dravya Shankar Ambli

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Visa Status: [Employment Visa](#)



Career Summary:

Procurement specialist having 5+ years of professional experience with project covering wide range of technical challenges including Supply chain management, Tendering & subcontract works, long lead material procurement, coordinating & aligned with project procurement plans, vendor/ subcontractor technical/quality evaluation, vendor management & expediting deliveries.

Core Competence:

- Procurement & Supply Chain Management
- Tendering & Contracts management
- Vendor management & qualification
- Drawings reading & understanding
- Excellent verbal & writing skills
- Negotiation & Finalization
- Value Engineering
- Cost management & analysis
- Engineering & Technical skills
- General Accounting

Work Experience: Total 5 Years & 10 months

BinHendi Enterprises LLC. - Dubai, U.A.E

Working as Procurement Executive from November 2020 till date.

Key Responsibilities at BinHendi Enterprises LLC:

- Responsible for procurement for Asset and Facility Management and Project-based procurement for all the items from Civil to MEP, including manpower and subcontracting works.
- Responsible for bid evaluation, cost analysis, recommendations, negotiations and awarding of Contracts/Jobs.
- Responsible for tendering of new contracts such as but not limited to Rate Contracts, Annual Maintenance & Fit-out.
- Collation of tender documentation and competitive quotes for services and purchase order issuance to the vendors/ third party subcontractors.
- Liaise with the legal team for the reconciliation and acceptance of the terms & conditions of the contracts.
- Facilitate with the Operations team for purchasing needs on regular basis and develop a procurement look ahead program.
- Identification, sourcing & procurement of technical maintenance parts or alternative products/materials for discontinued or obsolete items.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Evaluate vendor performance based on quality standards, delivery lead time, best prices and ensured all criteria are met according to the organization requirement & expectation.
- Maintained strong and effective vendor relationship to obtain credit facilities/get better credit terms to enhance cash flow.
- Identified new suppliers & subcontractor's opportunities and constantly evaluate and challenge existing vendors.
- Developed Standard Operating Procedure as per the current market trends & smoothing the process.
- Perform other related task of similar complexity as directed.

SFK Technical Services LLC - Dubai, U.A.E

Worked as Procurement Officer from March 2020 till November 2020.

Key Responsibilities at SFK Technical Services LLC:

- Managed procurement for Properties and Facility Management & projects for Civil/ MEP services.
- Managed Communication with the client and continuous implementation on change management, knowledge management, integration and interface management, stakeholder management.
- Planned and prepared Look ahead program (LAP) for the specific periods for procurement and supply chain management.
- Floated enquiries to supplier & subcontractors, reviewed proposals, prepared the quotation comparison sheet for evaluation and generate purchase orders.
- Assisted the team in technical evaluation, reviewed materials and co-ordinate with manufacturer/supplier to ensure compliance with the project specification.
- Negotiated/ finalized with suppliers & subcontractors to achieve maximum profitability.
- Contract management and framework agreements with suppliers & subcontractors, negotiate commercial and legal clauses as per company policy and manage contracts accordingly through addendums, amendments, extension, or termination.
- General accounting which includes raising tax invoices, payment vouchers/ receipt, bank cheques etc.

Siemens Ltd. - Goa, India

Worked as Procurement Engineer from October 2015 till October 2019.

Key Responsibilities at Siemens Ltd:

Strategic purchase activities:

- Developed Contract for Vendor Scope Purchase items to be procured by Panel manufacturers.
- Supplier Development at Goa - Panel (CRCA) Fabrication + Powder Coating + Panel Builder.
- Established supply chain & Frame contract with Panel manufacturer.
- Panel Costing verification and price confirmation release.
- Escalated support to Logistics. Shipping price negotiations and comparing the freight cost from different shippers to lock the shipment release.
- Managed the process of sourcing new suppliers to ensure the highest quality materials and best payment terms.

Negotiation and finalization:

- Acquired quotation, finalizing technical scope in concern with end user/ consultants, commercial scope & negotiating with all parties.
- Negotiation and finalization of vendors for projects using various negotiations techniques including E-bidding.
- Prepare and conduct negotiations for medium to high Purchasing Volumes to obtain highest feasible savings.
- Pre-bid support during Projects tender phase.

Vendor management:

- Supplier development processes (e.g. selection, evaluation, development, classification) for SYS business on case-to-case basis.
- Evaluation of SYS suppliers.
- Vendor rating for SYS suppliers on quarterly basis.

Business management support:

- Leading various common project in business like payment term change & vendor base reduction.
- Preparing MIS and estimating CNI (Contribution to Net Income) savings through negotiations on Monthly basis.
- Monitor the team's progress, identify shortcomings, and propose improvements

Sales coordination:

- Coordinate sales team by managing schedules, filing important documents & communicating information.
- Respond to online and telephonic queries.
- Respond to complaints from customers and give after-sales support when requested.
- Store and sort financial and non-financial data in electronic form and present reports.
- Inform clients of unforeseen delays or problems.
- Assist in the preparation and organizing of promotional material or events.

Technical Skills:

Packages	Windows		
Programming Languages	C, C++	Assembly Language Programming	PLC Programming
Business Solution	SAP & ERP	Nexus	PEGA/VOB
Others	PCB designing and Soldering	Microcontrollers and Automation	AutoCAD

Scholastics:

- Diploma in Chartered Institute of Procurement & Supply - UK, 2021 - 2022 (On - Going).
- Bachelor of Engineering in Electronics and Tele-Communications from Don Bosco College of Engineering, Goa in 2015 - Goa, India
- Diploma in Electronics and Tele-communications from Fr. Agnel Polytechnic in 2012 - Goa, India.

Industrial Trainings:

- NEOLYSI Technologies PVT. LTD. in 2014.
- Hindustan Coca Cola Beverages PVT. LTD. in 2014.

Personal Dossier:

Date of Birth	31 st December 1990
Gender	Female
Marital Status	Single
Nationality	Indian
Linguistic Proficiency	English, Hindi, Urdu, Marathi, Konkani & Kannada
Passport Expiry date	18 th Feb 2025
References	Will be provided on request

I assure you that I will take the job with a sense of responsibility and enjoy the challenges of any new assignment.

Dravya Shankar Ambli