

SANJESH DHANARAJAN



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E-mail : sanjeshdhanarajan@yahoo.com

Ref:

Date: 21/01/2025.

To

The Advertiser

You're Ref;

Dear Sir,

I am interested in employment as a **Procurement / Purchase Officer** with your firm. I hope that my experience has prepared me for the position you might have available with your firm.

As you can see from my enclosed resume, I have **18 years' experience** in Middle East. I feel that I have the required experience that would be useful to your organization.

Throughout my career, I have developed strong skills in verbal and written communications as well as organizational and analytical abilities.

Thank you for considering my application. I look forward to your reply.

Sincerely,

Encl: Resume.

CURRICULAM VITAE

OBJECTIVE

I desire to belong to a reputed organization in the administrative management, where I would be able to prove the best of my abilities and strive towards success. A challenging work environment, which involves high prioritization of quality performance and management satisfaction, would be best suited to prove my worth.

PROFILE

Eighteen years' experience as Procurement/Purchase Officer for Oil & Gas, MEP, Civil, US Army, Automation items, Security systems, Interior Decoration, Automobile, Machinery, Landscaping & Swimming pools, Marine items, CS, SS, GI, PVC Pipes, Valves, Gaskets, Chemicals, Drainage Accessories, Pipe fittings, A/C units, A/C parts, Booster pumps, Transfer pumps, Sump pumps, Duct insulations, CCTV, IATA aviation fuel, Pipe insulations, Cladding items, Gypsum boards, Paints, Ceramic Tiles, Ceiling Tiles, Copper Pipes, Lights, Cables, Switches, Sockets, GI Ducts, Plumbing items, Sanitary wares, Fire Alarm items, LPG items, Isolators, DB's, Slotted channels, Switches, Cables, Wires, Blocks, Steel bars, Cements, Ready Mix Concrete, Deform bars, Beams, Flat bars, Angles, Round bars, Tools items, Machineries, Generators, Paints, White wood, Red wood, Teak wood, Plywood, Vehicle spare parts, Heavy equipment & Parts, Tires, Marine parts, Ship & Boat parts, Lubricants, Frozen food items, Dry food items, Fresh food items, Medical equipment & parts, Medical accessories, Vegetables, Kitchen equipment's, Firefighting items, Fire Alarm items, Audio Visual items, IT parts and accessories, Video conference items, Networking items, Household items, Clothes, Safety items, Computers & parts, Stationery items etc. Dealing with Construction companies, Oil & Gas companies, Manufacturing companies, Hotels, US Army projects, Drilling companies, Shipping agents, Marine Companies and various government departments. Since last 18 years working as a Purchaser with various companies looking after the procurement department independently.

CAREER HISTORY

- ❖ Six years (3rd June 2004 to 22nd April 2010) experience as Purchase Officer at **Drake & Scull International LLC, Dubai, UAE**
- ❖ Five years (3rd May 2010 to 9th September 2015) experience as Senior Buyer at **Fluor Government Group (Oil & Gas and US Army Projects), Dubai, UAE**
- ❖ Five years (11th October 2015 to 15 July 2021) as Senior Buyer at **Honeywell Middle East (Oil & Gas projects), Greens, Dubai, UAE.**
- ❖ From 08th September 2021, working as Senior Procurement Officer at **Nova Systems Engineering LLC (MEP, Civil, Fire Alarm, Fire Fighting, Safety, Security, Oil & Gas Projects), Abu Dhabi, UAE.**

EDUCATIONAL QUALIFICATION

- ❖ Diploma in Mechanical Engineering
- ❖ Diploma in Business Management
- ❖ Diploma in Material Management
- ❖ Computer knowledge: DCA, ERP, SAP, Sage, Oracle, Orion, Analyst, Smart Source, Ariba, Matman.

PROFESSIONAL SKILLS

- ❖ Highly experienced in managing purchase order.
- ❖ Good knowledge of inventory control process.
- ❖ Exceptional knowledge of purchasing techniques and tools.
- ❖ Familiarity with SAP and ERP systems.
- ❖ Ability to manage and maintain good relationships with local and international vendors.
- ❖ Ability to determine type and quantity of merchandise needed.

CORE QUALIFICATIONS

- ❖ Exceptional experience in Construction, Oil and Gas & military equipment purchasing and sourcing.
- ❖ Strong familiarity with purchasing procedures and methods.
- ❖ Excellent knowledge of bookkeeping principles and applications.
- ❖ Sound skills in interpreting technical drawings and specifications.
- ❖ Superior strategic thinking skills.
- ❖ Remarkable ability to multi-task in a fast-paced work environment.
- ❖ Outstanding proficiency in material and supplies analysis.

KEY RESPONSIBILITIES

- ❖ To perform and manage all activities involved in the purchase of materials from local/overseas sources as per the Companies procedures and method.
- ❖ To identify correct sources for material procurement. ❖ Preparing bids and proposals.
- ❖ Carrying out effective negotiation on prices, terms of payments and delivery on the basis of comparative statement.
- ❖ To effectively plan and monitor purchase in conformance to the specific project requirement with in time, cost and quality.
- ❖ Ensure material delivery and facilitate the execution of the purchase contract in coordination with the project team.
- ❖ Continuously sourcing and prequalifying potential suppliers as well as developing and maintaining their databank.
- ❖ To continuously source equivalent materials that are less expensive but conform to the specifications that should be acceptable to the end users.
- ❖ Prepare sub-contract documentation, including tender and contract documents.

DEVELOP SUPPLIER PERFORMANCE

- ❖ Maintain fluent relationship with suppliers and contractors.
- ❖ Expedite suppliers and contractors to ensure delivery of purchase parts on time.
- ❖ Negotiate and Administer terms and conditions with suppliers.

- ❖ Manage the changes in each subcontract or supply contract with the help of the Project Team.
- ❖ Analyze supplier risks.
- ❖ Supports Commodity and the Procurement Network in negotiations, claims and visits to Suppliers upon relevance.

STRENGTHS

- ❖ Enthusiasm to work hard in a busy and challenging environment with sincerity.
- ❖ Strong analytical capability and sense of responsibility.
- ❖ Friendly nature with good interpersonal, organizational & communication skills.
- ❖ Pleasing, outgoing personality and self-confident.
- ❖ Continuous improvement in every part of the work.
- ❖ Ability to interact with people from all walks of life.
- ❖ Good negotiation Skills.

SUPPLIER CONTACTS AVAILABLE

UAE, Oman, KSA, India, China, Malaysia, Singapore, Italy, USA, Europe, Indonesia, Turkey, Africa, Netherlands, Japan, Korea etc.

QUALITY MANAGEMENT Attended ISO 9001 & 9002 Quality training.

DUTIES OF LOGISTIC

- ❖ To receive materials with correct specifications, quality and quantity and Maintain Log book.
- ❖ To correct positioning of all materials and supplies in the warehouse.
- ❖ To maintain materials safety and in good condition by taking all precautions to ensure that they do not suffer from damage, pilfering or deterioration.
- ❖ To supervise packing, labeling and loading.

INTERESTS & HOBBIES: - Music, Songs, Art & Reading.

PERSONAL

Date of Birth : 28-05-1977
 Sex : Male
 Nationality : Indian
 Passport No : F 2776686
 Visa Status : Residence Visa

LANGUAGES: English, Hindi, Tamil & Malayalam.

PERMANENT ADDRESS

SANJESH DHANARAJAN
 PARVATHY MANDIRAM, KOTTATHALA. P.O
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