



Sabu Mathew

📍 : Dubai, United Arab Emirates
☎ : + 971 50 8751941
✉ : sabumathew@outlook.com | sabumathew3@gmail.com
📱 : +971 50 8751941 | 🌐 :
🔗 : <https://www.linkedin.com/in/sabumathew>

SUMMARY/OBJECTIVE

Experienced Procurement & Supply Chain Professional with the depth of an expert, execution capability of a flexible niche player and who can accelerate savings for you by finding ways to reduce cost and improve value.

Over 25 years experience in direct & indirect or CapEx & OpEx procurement and supply chain management with multi-national and fortune 500 companies in India, Oman, UAE and Iraq. Also, have experience in EPCM, LSTK, Design & Build etc. projects.

Post Graduate, with MBA (Retail Operations), CICC (Certified International Commercial Contracts Manager), ERP (P2P) & relevant computer skills etc.

Core competence include procurement, supply chain management, strategic sourcing, category management, vendor management, financial analysis, negotiation strategies, materials management, warehouse operations, logistics, contracts, demand planning, forecasting, purchasing strategy, complete procure to pay, process re-engineering etc.

Intent to pursue a challenging career, at a Senior Management level of a world-class company, that has vision for growth and offer its team members considerable advancement opportunity.

SKILL / EXPERTISE

- Global Procurement, Green sustainable Procurement
- Supply Chain Management
- Strategic sourcing, Vendor Management, Category Management, Spend Analysis
- Materials management
- Logistics, Warehouse management, Warehouse operations, Inventory control
- Demand planning, Forecasting
- Contracts management, Contract administration, Change management
- Purchasing, Negotiation
- Spend management, Financial analysis
- Industry best practices implementation
- Source to pay (S2P) or procure to pay (P2P) - ERP (Oracle Fusion/SAP/BAAN) applications
- Software applications relevant to procurement – MS Office
- Procurement process re-engineering/re-design - to ensure that the results delivered are consistent, repeatable, sustainable, continuously improve the process and keep organization lean & thin. Setup, customize and evaluate Policies & Procedures, SOP's, KPI's, SLA's, benchmark etc.
- Quality Management System - be consistent, good quality products & services and increase productivity, efficiency and company gets an edge over competitor.
- Team building & Leadership

PERSONAL DETAILS

- Gender: male
- Nationality: Indian
- Date of birth: 13th May 1968
- Marital status: married (1 child)
- Languages known:
 - English,
 - Hindi &
 - Malayalam (mother tongue)

PROFESSIONAL EXPERIENCE

May 2024 – till date Procurement & Supply Chain In-charge

Confidential
Sharjah, UAE (Temp/Freelance)

One stop solution provider for all Joinery, Interior decoration, Fit-out, residential & commercial construction, renovation, shading solution needs, general trading etc.

Job Description

Take care of all procurement and supply chain activity of the company

Industry/Sectors:

Joinery, fit-out, interior decoration, general trading, residential, commercial & renovation construction

Category Exposure:

Building Materials, wood, electrical items, FF&E, OS&E, MRO, MEP Items etc

Feb 2023 – Apr 2024 Procurement & Supply Chain Manager



Royal Blinds LLC
Al Quoz Industrial Area # 1, Dubai, UAE (full time)
www.royalblinds.com

All types of interior and exterior Shading Solution provider

Job Description

- Implement procurement and supply chain strategies aligned with organizational goals.
- Identify, evaluate, and negotiate with vendors for optimal terms, conditions, and quality.
- Manage supplier relationships, selection, and performance evaluation to ensure timely delivery of goods or services.
- Analyze procurement costs and optimize spending while maintaining quality standards.
- Draft, review, and negotiate contracts with suppliers, ensuring compliance.
- Identify and mitigate supply chain risks to ensure operational continuity.
- Evaluate and improve procurement processes to enhance efficiency.
- Coordinate logistics for efficient and timely product delivery.
- Analyze market trends and historical data for demand forecasting.
- Collaboration with internal stakeholders and external partners.
- Optimize inventory levels to meet demand while minimizing costs.
- Oversee warehouse operations, including receiving, storage, and shipping.
- Supervise and mentor procurement, supply chain, and warehouse staff to ensure high performance.
- Analyze performance metrics to ensure compliance with company policies and regulations and drive productivity improvement.
- Basically sourcing, procurement, contracts, supply chain management, logistics and warehouse support to factory and company's projects. Also, look for new items from China, India and all over the world to improve our products.

Industry/Sectors:

Shading solution, Interior decoration, Fit-out, Manufacturing

Category Exposure:

Roller blinds, Venetian blinds, Vertical blinds, Wooden Blinds, Roman Blinds, Curtains, Drapery, Canopies, Screens, Awnings, Skylight shading, Films, Pergolas, Car Parking Shades, Sail Shades, Tensile Shade Structures, Furnishings etc

**Job Description**

- Sourcing, procurement, contracts, supply chain management, logistics support to company's projects in Libya and Middle East.
- Follow up goods and service originating in MENA & Southern Asia till they reach the jobsites.
- Keep status updated

Industry/Sectors:

Oil & Gas, Logistics, Import & Export

Category Exposure:

Land Rig equipments, Spares, Tools, NOV items etc., Equipment spares, Generator spares, Vehicle spares & Consumable, Electrical items, HVAC, MRO items,



Salahaddin Investment Company is a conglomerate of enterprises that brings various products and services to semi-autonomous Kurdistan region of Iraq. Al Hayat (PepsiCo Erbil), Karin Steel, Dijla Aluminium, Sheraton Hotel, Khanzad Resorts, Shaklawa Hotel, Premier Real Estate, Manager Security, Awamedica, Dohuk Bricks & Precast etc. are SBU under the holding company. Al Hayat company for Soft & Mineral Drinks Production Ltd is the major business unit under the group and bottler for PepsiCo products in the Kurdistan region of Iraq.

Job Description:

- Worked out of the corporate office at Erbil supporting over 9 SBU. Under directions from CEO, assume technical and administrative responsibility for interpreting, organizing, executing and coordinating work assignments and supervision of assigned procurement, contracts, SCM, materials, logistics and warehouse personnel.
- Direct and oversee the procurement & SCM operations at the SBU's. Act as advisor or provide tactical and strategic recommendations pursuant to overall Procurement, SCM, materials & logistic philosophy, strategy, plan, staffing, functional integrity, ethics, training requirements, policy and procedure.
- Maintain liaison with individuals and SBU leadership, with responsibility for acting independently on matters pertaining to their areas of responsibility.
- Maintain knowledge of safety policies and procedures and performs assigned duties in a safe manner and, while supervising others, has responsibility for their safety and ensures that they comply with established safety policies and procedures and use safe work habits
- Develop and deliver procurement strategy across the group to meet target benefits and financial savings including reviewing each SBU's procurement strategy. Analyze procurement costs and develop cost reduction strategies for each and every category. Prepare the annual budget for direct material, ensure periodic re-forecasting, and ensure targets set are met.
- Conduct supply market analysis, define and maintain strategic sourcing relationships to deliver performance in cost, service, quality and better the payment terms. Develop comprehensive multi-year, multi-vendor buying strategy with the flexibility to switch depending on the best value.
- Leads teams in executing international best practices and measuring performance through agreed upon Key Performance Indicators (KPIs), benchmarking. Work with staff, responsible for routinely reporting on department KPIs along with appropriate analysis and countermeasures where necessary.
- Establish new processes and systems for effective procurement across the group. Evaluate procedures and present improvement strategies to senior management.
- Adhere to manning norms and the budget of the group's procurement departments.
- Directs and coordinate SCM functions through strategy, resource optimization, profitability maximization, and KPIs resulting in the maximization of customer satisfaction. Works with plant, warehouse, logistics,

sales departments to determine and set up most cost-effective solution for raw materials and finished goods. Also work with freight forwarders and transportation companies to set best route and rate.

Industry/Sectors:

FMCG, steel & aluminum fabrication, hospitality, real estate, security, pharmaceutical, food production, poultry, building material, manufacturing, construction etc.

Category Exposure:

Direct, indirect, capital items, Raw materials like Sugar, Cans, Pre-form, NRB, Steel, Aluminium etc, packaging materials, spare parts, consumables, water treatment materials, warehouse equipment, transportation vehicles, Fine foods, janitorial, furnishing items, fuel, OS&E, MEP, MRO items etc.

Achievements:

- Implemented e-procurement in over 5 business units.
- Implemented “No formal System Order No Payment” policy in couple of BU’s for all acquisitions above low value threshold.
- Purchase in budget and time improved from 75% to 90%. Improved the accuracy of budget forecasts, reduced number and value of additional fund request.
- Maverick/rogue spending controlled by introducing strict process compliance in 3 BU’s.
- Number of approved Vendor for all major high value items increased 5 times in most of the BU’s.
- There was an overall reduction in single sourcing from 40% to 10% in couple of BU’s.
- Reduced the number of emergency purchases from 25% to less than 5% thereby improving procurement planning, reducing supply risk, saving money, and ensuring continuity of operations.
- Improved safety. No major incident in any BU last year. Achieved target because of modification in safety plan approach, changes in implementation process, strict compliance and continuous training.

Apr 2017 - May 2018



Project Procurement Director

Dohuk Agricultural Company Ltd | Salahaddin Investment Company Ltd

Dohuk, Kurdistan, Iraq. (full time)

<https://dacfarm.com>

One of the biggest and oldest poultry farms established in 1988 at Dohuk with an area of 615 hectares, own feed mill, hatchery and parent stock farms. Sister company of M/s Salahaddin Investment Company Ltd

Job Description:

- Was part of senior management team supporting the CEO and Project Manager in achieving strategic and tactical objectives of 'DAC expansion and modernization project' by assisting with high-profile acquisitions, preparing contracts and developing customer-oriented plans that are consistent with DAC's policy and strategic goals.
- Initiate the Project by getting all stakeholders together to understand the scope and objectives for the procurement, and to discuss high-level expectations and timelines.
- Create a comprehensive procurement plan to define expectations and align stakeholders. Covering the whole process for procuring the goods, technology, and services and the post-procurement activities which are required to effectively transition into the business operations.
- Coordinate Internal Stakeholders like information technology, security, legal, finance etc. and ensure that all relevant stakeholder groups are clearly identified, and that they are engaged at the appropriate times throughout the project procurement process.
- Coordinate multiple Vendors involved during the procurement process, their multiple personnel involved etc. Ensure that each and every Vendor identified who will serve them as the single point of contact throughout the process and coordinate with them to schedule meetings/demos, obtain proposals, get questions answered, and facilitate the contracting process.
- Communicate Responsibilities and Updates as required to keep all stakeholders on track during the procurement process to meet project deadlines. Determine means of communication between each and every stakeholder. Make sure weekly email updates, project status reports, and face-to-face meetings etc happen throughout the project.
- Support Implementation and Transition. Implementation of the project and, ultimately, transitioning the software/services into operations. Assume responsibilities such as planning, coordination, and communication, focused on the implementation of the solution. Act as a bridge between the procurement process and the implementation process, ensuring that there is a continuity of knowledge and expectations throughout the entire cycle.

- Lead the strategic development of system application modules and implementations, and coordinates the development and enhancement of procurement business processes, definitions, practices and tools.

Industry/Sector:

FMCG, Poultry, Food

Category Exposure:

Bulk commodities like corn, soya bean meal etc., feed mill, industrial hatchery, slaughter house, battery cage system, egg grader and packer, power generators, agricultural machinery, laboratory items, climate controlled fabricated steel building, livestock, poultry equipment & vehicles, vaccines & other veterinary medicines, litter management, fuel & lubricants, computer networking, CCTV systems, water & waste treatment etc.

Major Project:

DAC Poultry Farm Expansion and Modernization Project

Achievements:

- Improved overall process definition and measurability by implementing various SOPs, policy & procedures and making things manageable. The new standards resulted in better quality performance and reliability.
- Delivery lead time made more predictable compared to previous years by developing the approved supplier base for direct items.
- Establish good working relationships with vendors/customers thereby meeting project objectives
- Met overall Supplier OTIF performance target of 98%.
- Implemented e-procurement.
- Procurement cost of major acquisitions reduced by minimum of 7%.
- Achieved annual target of cost savings/procurement ROI

Jun 2014 - Mar 2017



Procurement Manager

Enkore Holding (full time)

Erbil, Kurdistan, Iraq | Dubai, UAE

Multinational procurement company supporting offshore & onshore drilling companies, Oil & Gas corporate, Marine, Defense (US Army, USACE, US Air Force, Australian air command, UAE military etc), Power, Mining companies, NGO's, aid organizations, industrial and institutions throughout UAE etc.

Job Description:

- Managed a team and provided procurement, contracts, SCM, Materials & Logistic support to numerous joint venture projects in UAE and Iraq
- Assists in developing the strategy and plans for the Department
- Prepares and manages the annual budget
- Defines the operating framework and policies for the Procurement Department and ensures compliance with internal quality standards
- Oversees the activities of the Procurement function in the provision of cost effective, timely and quality services across the Group
- Monitors and validates departmental expenses
- Develops and implements policies and procedures to govern the procurement process for materials, goods and services
- Directs, manages and monitors negotiations with suppliers of major services and critical contracts prices, credit terms and other conditions of the agreement
- Manages service level agreements with contractors, vendors and suppliers
- Defines goals and key performance indicators for all Buyers, Expeditors, Assistants, Planners etc
- Develops talent within the team by providing guidance, mentoring and coaching

Industry / Sector:

Import/Export, general trading, custom fabrication

Category Exposure:

MRO items, DFAC items, Computer hardware, carbon brush, mechanical seals, valves, functional fittings, firefighting equipment's, Equipment & Vehicle spares, Generators, electrical items etc

Achievements:

- Was able to implement supplier quality performance metrics to evaluate present as well future relationships. Percentage of items returned, stock availability, defect rate etc. were recorded and Vendors were forced to keep a score above 93% to stay in approved vendor list.
- Was able to bring up the compliance rate to 49% for all items under BOA. Case number, time, type of supplier, maximum reaction time, delivery time, special discount offered etc. were regularly recorded and analyzed.
- Was able to monitor the level of dependency of our approved vendors by classifying them according to categories into A, B and C based on discount offered, reliability, delivery defect rate etc.
- Was able to measure execution cycle time of issued order for same category by dividing Vendors into 3 categories: short (1-3 days), medium (4-7 days) and long (8 - 10 days). This increased productivity, overall cost of acquisition and Buyers could easily decide who to issue the Orders based on the Requisition's priority.

Oct 2009 - May 2014**Procurement & Materials - Manager****Fluor International Inc,**

Fluor Government Group(FGG) projects procurement office, Dubai, UAE (full time)

www.fluor.com

Fluor is a global, publicly-traded EPC&M company working with clients in diverse industries around the world to design, construct and maintain their capital projects. Prime contractor to US Government, US Army, USACE, US Air Force etc Support include base engineering & construction, base operations, contingency operations, emergency response, and life support services.

Job Description:

- Served as Procurement & Materials Manager reporting operationally, administratively, and functionally to the Procurement & Materials Director.
- Responsible for successful material management & procurement activities and deliverables at project level in accordance with agreed schedules, milestones and cost, focused at aiding business goals and profitability.
- Ensure compliance for all of their teams with the Company's Code of Business Conduct, internal controls, policies and procedures, project Procurement & Materials Plans and budget for area of responsibility
- Support contingency operations of Client in Iraq and Afghanistan by setting up a team and procuring the right material and delivering them to the jobsite to meet urgent requirements in compliance with all Fluor and Federal Acquisition Regulations (FARS).
- Oversees and provides guidance to team responsible for obtaining all goods and services required by Construction or Operations and Maintenance (O&M) which are not provided by the SBU procurement or contracting groups, client/owner, or a third party.
- Develops and executes a Site Material Management, Procurement & SCM plan.
- Implements and maintains systems to manage site material management and contracting activities. MaterialManager® (Matman) & SAP for purchase, logistics, and warehouse receiving and Maximo for requisitioning and inventory control and asset management.
- Ensures all valid requisitions are processed efficiently according to schedule.
- Solicits and evaluates bids. Recommending and obtaining approvals for purchase. Issuing purchase orders and change orders.
- Oversees employees responsible for expediting equipment, material deliveries, and services.
- Maintains purchasing records.
- Coordinating purchasing activities with the main office. Coordinating the material planning and warehousing efforts at the project site, client and Fluor Asset Management.
- Maintenance of Client Supply /purchasing system. Assisted by buyers, expeditors, material controllers, material planners, and other material management personnel.
- As directed by top management, supervise employees or subcontractor personnel in accordance with the "General Supervisory Duties and Responsibilities" .
- Provide information on the performance of various activities; spend, supplier performance etc. Set KPI's, benchmark, prepare reports and other appropriate information to Procurement and Materials Management and others as required to enable them to use this data to aid business performance.
- Promote networking; networks and collaboration within and across the procurement and other disciplines at all levels to achieve synergy, promote sharing of knowledge, best practices and lessons learned.
- Perform audits of the discipline to ensure compliance with policy, process, tools and systems.

- Network and build relationships with supplier's management for goods and services and leverages these relationships to aid performance.
- Assist in the development and deployment of purchasing best practices within the discipline regarding improvement of purchasing processes, practices, tools and systems. To aid efficiency and effectiveness

Industry / Sectors:

Military, Defense, Oil & Gas, Water & Waste Water Treatment, Power Plant & Refinery Construction etc

Category Exposure:

MRO, DFAC items, portable housing, armored vehicles, vehicle spares & consumables, construction equipment spares, generators, building materials, structural steel etc.

Major Projects:

- DOD - Logistics & Civil Augmentation Program – LOGCAP IV, Task Order # 2, 4 & 5, Client: U.S. Army, Location: Afghanistan
- AFRICOM Support Project – LOGCAP IV, Task Order # 11, Client: US Army, Location: Congo, South Sudan, Central African Republic & Uganda
- Numerous other work shares Projects received in Fluor Dubai & Abu Dhabi Offices.

Achievements:

- Able to support various contingency operations by sourcing the correct materials and delivering them to theatre on time.
- Able to improve OTD (on time delivery) performance of Vendors from 55% to 95%
- Able to reduce OSD resolution time from 2 wks. to 48 hrs. thereby saving warehouse space and unnecessary double work.
- Able to reduce the average acquisition cycle time from 30 days to 14 days.

Nov 2006 - Oct 2009



Senior Specialist – Material Management

Fluor Mideast Ltd,

Energy & Chemicals Division, MENA Regional Office, Abu Dhabi, UAE (full time)
www.fluor.com

Fluor is one of the few global publicly-traded companies capable of executing large and complex EPCM projects for the oil and gas production and processing, and renewable fuels industries.

Job Description:

- Ensure accurate, timely and cost-effective identification, sourcing, buying, expediting, inspection and delivery of materials, equipment's or services required to support the EPC / project effort.
- Obtain competitive pricing, analyze and evaluate bids, make recommendations based on commercial factors resulting in optimum value for the Client.
- Negotiate with suppliers for best value emphasizing on timely delivery in accordance with the project schedule
- Procure systems, engineered equipments and construction materials as established on authorized Purchase Requisition for amounts within the approved value limits, established Material Management Plans, policies, procedures and corporate OSR.
- Evaluates, selects, and routes material. Shipments in accordance with procedures and criteria of the project.
- Generate, organize and maintain material management documents and maintain material & equipment tracking data and reports.
- Work closely with project management in developing expediting status reports and coordinating activities of an assigned group of expeditors.
- Coordinate shop expediting.
- Supervise Material Management Specialists and Technicians.
- Maintain knowledge of safety policies, procedures and perform assigned duties in a safe manner. Assume responsibility of safety and safe work practices of the team.
- Assist Department Management in developing and executing the Material Management Plan to support the Construction Plan in accordance with the Project Execution Plan

- Assist Department Management in developing the Material Control, Procurement, SQS/Inspection, Logistics, and Field Material Management Plans and Procedures
- Implement the Material Management Work Process using Corporate Tools (MatMan, Smart Source) to support project operations.
- Work with Material Engineering and Material Control in developing material requirements. Assist in developing RFQ packages.
- Assist in developing sourcing strategies and prepare bidders lists in accordance with client requirements and business acumen.
- Assist Estimation Team with prices of materials.

Industry / Sectors:

Oil & Gas, Defense, Nuclear, Power

Category Exposure:

Large capital items, engineered items, explosion proof items, instrumentation's, structural steel, tanks, boilers, pumps, pipes etc.

Major Projects:

- Integrated Gas Development Project – HGCE – EPC, Client: GASCO, Location: Habshan, Abu Dhabi, UAE
- EQUATE (Dow PIC) OL2K Petrochemical Complex – EPC, Client: EQUATE (Dow PIC), Location: Shuaiba, Kuwait. Complete the multi-billion dollar Olefins II Kuwait (OL2K) complex. The OL2K program was an expansion of an existing petrochemical production facility in Shuaiba, Kuwait.
- OCTAL Petrochemical Plant, Client: OCTAL Petrochemicals FZC, Location: Salalah, Sultanate of Oman
- Maintenance of USACE Joint Counterintelligence Unit (JCIU) - B3DG project – Client: US Army Corp of Engineers, Location: Iraq
- Life Support Services & Vehicle Service Centers throughout Iraq -CETAC II, B1DG & B2DG – Client: US Army, Location: Iraq
- Operations & Maintenance of Camp Victory & Vehicle Service Centers - CETAC II Task Order # 22 etc – Client: US Army, Location: Iraq
- JOC & Barracks in Bagram Airfield, Client: US Army Corp of Engineers (Afghanistan Engg. Div), Location: Afghanistan
- Khost projects, Client: US Army Corp of Engineers (Afghanistan Engineering Division), Location: Afghanistan

Achievement:

- Able to procure and supply various urgent requirements of the Client. Received Spotlight Award for outstanding performance and timely handling of procurement of critical tools required on projects in Iraq
- Was able to set up and maintain an "Order tracking report by ship group" accurate by 48 hours.

Aug 2004 - Oct 2006



Senior Buyer

Fluor international Inc.

Fluor Government Group (FGG) Project Procurement Office / DOD Project & Contract Coalition office, Dubai, UAE (full time)

www.fluor.com

Fluor is an industry leader providing rapid response, life support services, logistics, construction and operations & maintenance for global military operations and humanitarian & disaster relief missions. Fluor's support services to U.S. Government agencies include base engineering & construction, base operations, contingency operations, emergency response, and life support services. Utilizing a commercial execution model to scale services and rapidly deploy resources.

Job Description:

- Purchased goods and services etc for projects worldwide, ensuring that every purchase is competitively priced, ensure that the purchase is right, the quality of the purchase is of the highest standard, procured at the specified time and have them delivered to the jobsite at the right time,
- Prepare bidders list, check debarred list, qualify vendor, negotiate company terms with suppliers, propose purchase plan and associated budgets. Liaise with Project Controls/Finance for approval of budget, Invite tenders or issue RFQ, prepare bid summary for material, services and freight to the job sites, documentation cost etc based on quotations received, negotiate price with vendors, visit suppliers to view equipment's, prepare Purchase Orders in corporate ERP software (SAP/MatMan) etc.

- Liaise with suppliers/subcontractors/clearing agents/freight forwarders to meet deadline, follow up with Expeditors to track shipment of equipment, liaise with country teams to ensure delivery schedules are met.
- Follow up and coordinate the activities of Expediting, Logistics, Inventory and Payment.
- Prepare client required documents like justification memo, Purchase Order files etc for high value purchases and forward them to Procedure & Compliance Manager for approval prior to submitting them to the Client.
- Build relationship with existing and new suppliers. Research new cost-effective sources for future purchase. Visit Exhibitions to find new sources.
- Perform market research of materials as requested by Procurement Directors/Managers.
- Help lead PM in establishing and implementing overall procurement policies as per project/company/client requirement and current industry standards.

Industry / Sector:

Military, Power generation, Water & Waste Water treatment, Civil works

Category Exposure:

Building Materials, formwork & scaffolding, electrical, cables, HVAC items, pipes & fittings, safety, PPE, street lighting, asphalt & concrete batching plant, guardrails, aggregate, cement, water & waste water treatment items, specialty chemicals etc.

Major Projects:

- USDOD USACE CETAC I, Restore Iraqi Electricity (RIE) EPC & Commissioning, Client: U.S. Army Corps of Engineers, Location: Central Iraq
- US DOD Camp Adder Iraq Power Plant - Operations and Maintenance, Client: U.S. Army Corps of Engineers, Location: Iraq
- USACE - Khor Al Zubair Power Plant – EPC, Client: Iraqi Ministry of Electricity, Location: Iraq
- Iraq Public Works Water Infrastructure Project (design/build construction services), Client: The Coalition Provincial Authority (CPA), Location: Iraq
- USDOD USACE Contingency Contract (CETAC-II) Design-Build, Task Order # 17, 14, 21, Client: Corps of Engineers, Location: Afghanistan, Iraq, Kuwait, and Kyrgyzstan
- KICC Project, Client: Computer Sciences Corporation, Location: Iraq
- Manas Airfield Project, Client: US Air Force/Corp of Engineers, Location: Bishkek, Kyrgyzstan

Mar 2001 - Jul 2004



Purchase Department Coordinator

Wade Adams Contracting L.L.C,

Dubai, UAE (full time)

www.wadeadams.com

General Construction and Project Development MNC who has the resources and capability to deliver a variety of projects including infrastructure, underground utilities, district cooling, marine works, dams, bulk earthworks & grading, and MEP.

Job Description:

- Responsible for Purchase Department coordination. Was member of numerous procurement teams which supported the various projects of the company
- Procure items as per requisition received from Project Sites (Receive and register Purchase Requisition, distribute to category buyers, float enquiry/tender/work order/service order, prepare comparative statement, prepare Purchase Order/Agreement, follow-up of material /service request, follow up Letter of Credits, coordinate clearing of Sea/Air consignment, follow up delivery, coordinate approval of payments etc).
- Performance Evaluations of new supplier, maintain approved supplier list.
- Generate Trend statements, various status reports etc
- Preparation and maintenance of various Purchase Department records and handle all department correspondence.
- Member of BAAN ERP implementation team.

Industry / Sector:

Construction of Roads and bridges, MEP, Drainage & Sewerage, Water & Waste Water Treatment, Footpath, Landscaping

Category Exposure:

Asphalt & Concrete batching plant, aggregates, bitumen, cement, rebar, guardrails, street lighting, PPE, Specialty chemicals, dewatering equipment, road marking

Major Projects:

- Construction of Lakes and Internal Roads in The Jumeirah Islands Project. Client: Al Nakheel Location: Dubai, UAE
- Roads & Footpath in Al Jafliyah Area Project. Client: Dubai Municipality, Location: Dubai, UAE
- Drainage & Sewerage in Nadd Al Hamar Area Project. Client: Dubai Municipality, Location: Dubai, UAE
- Al Ain Interchange Project on Dubai - Al Ain Highway, Client: Dubai Municipality, Location: Dubai, UAE
- Emirates Road Project, Client: Dubai Municipality, Location: Dubai, UAE etc.

Jun 1995 - Dec 2000



Commercial Assistant

Amran Establishment L.L.C,

Muscat, Sultanate of Oman (full time)

www.amranest.com

Local agents of world-renowned brand like Baker Oil Tools, Centrilift, Baker CAC, Baker Sand Control, Reed Bits etc. Suppliers to Oil & Gas production companies such as PDO, Oxy, Daleel Petroleum, British Gas, BP, Petro gas, PTTEP ME, Dalma Energy, other drilling/EPC contractors operating in Oman and experts in Cathodic protection systems and services.

Job Description:

- Assist the Commercial/Purchase Manager and Business Development/Marketing Manager in commercial and administration activities from pre-sales support to post-sales logistics management.
- Maintain and update enquiry, quotation & order registers, approved suppliers/subcontractor's list etc.
- Prepare Enquiry, Quotations, Tenders, Purchase Orders, bi-weekly order Status Reports, Monthly accrual reports on sales, Export & Import Documentation, pre-qualification documents, product binders etc.
- Handle various correspondences of the Commercial/Purchase and Business Development/Marketing departments etc.
- Follow up of overage, shortage, damage issues, L/C's, payments, receivable, customer claims etc
- Help maintenance of contracts & agreements
- Act as Internal Auditor for the Quality Management System (ISO 9002) and to undertake internal quality audits as and when directed by the Management Representative.

Industry / Sector

Oil & Gas Upstream, Cathodic Protection, Drilling, Exploration

Category Exposure:

Drill bits, liner hangers, drilling equipment's, tools & chemicals, valves, fittings, pipes, Pumps, Cathodic protection items, SCADA systems

EDUCATION & CERTIFICATION



Master of Business Administration (MBA)

with specialization in Retail Operations

from Sikkim Manipal University, India

in Jun 2008 – Dec 2010



Master of Arts (MA)

in English Language and Literature

from University of Kerala, Thiruvananthapuram, Kerala State, India

in Jun 1990 – Jun 1992



Post Graduate Diploma in System Development

from National Institute of Information Technology (NIIT), New Delhi, India

in Oct 1989-Oct 1991



Diploma in Computer Management

from Datapro Information Technology, Kochi, Kerala State, India.

in Jan 1993–Nov 1993



Microsoft Certified Professional (MCP)
in Windows NT Workstation, Server & Enterprise.
In 1993



Certified International Commercial Contract Manager (CICCM)
from International Purchasing & Supply Chain Management Institute (IPSCMI), USA,
in Feb 2014



Contracts Management Training
from Knowledge and Human Development Authority (KHDA), UAE
in Nov, 2013



Quality Auditing
Course on ISO 9000 internal quality auditing from abs services Inc., USA
in Feb 1997



Driver's license
Possess valid U.A.E, Omani and Indian light commercial vehicle driver's license

STRENGTH

- Ability to manage staff, adept at team building, open-minded and mature, manage work teams fairly, motivate and lead by example, maintain good inter-personal relations with superiors & sub-ordinate staff levels, possess strong crisis management and conflict resolution skills.
- Ability to analyze, perceive situations in a realistic way, to understand complex situations from a broad perspective, obtain and assess applicable information & knowledge, develop solutions diplomatically, execute strategies realistically under a variety of conditions, work within the organizations core values to reach strategic objectives and surpass company goals.
- Possess sound business judgment, develop and oversee budgets, analytical skills, communicate with stakeholders, implement strategies that focus on ultimately improving the company's bottom line.
- Strong negotiation skills developed out of diversified experience.
- Qualified, experienced and confident enough to setup a complete P2P/S2P for an enterprise. Well versed in ERP implementation, procurement department process re-engineering, setting up policies, procedure and SOP's
- Good computer software & hardware knowledge. Can assemble a desktop and well versed in ERP's, MS Office, all relevant software applications.
- Strong personal ethics, integrity, tenacity, strong commitment and sense of professionalism.

REFERENCES

Available upon request

DECLARATION

I hereby declare that all the statements made above are true to the best of my knowledge and belief.

(Sabu Mathew)