Sajeev Unni

**Mussafah 37, Abu Dhabi , UAE.**

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# SUMMARY

Proactive, results oriented highly productive procurement management professional with a demonstrated ability to significantly reduce procurement costs by standardizing processes, negotiating favorable terms and streamlining supplier channels. 20 years Local & International purchasing experienced and exposure to multicultural working environment, possessing the ability to work independently or as part of a team. Specialized in Civil Construction (Road & Infrastructure Project) materials, Facilities management projects, Plant & Equipment’s, Spare Parts, Oil & Gas, Dredging and Reclamation.

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| Management | Personal | Dynamic | Smart |
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| Procurement  Vendor Management  Equipment&Spare Parts  Facilities Management  Project management  Time management | Assertive Inspirational Team player Delegating Articulate  Goal orientated | Efficient Visionary  Highly energetic Productive Motivated  Driven & ambitious | Trouble Shooter Inventive  Research & analysis Good decision making Self-Starter Identifying solutions |

# PROFESSIONAL EXPERIENCE

* 2018 – Till : **AL SAHRAA GROUP -** Abu Dhabi (Group Procurement Manager)
* 2015 – 2016 : **QDVC - NOH2**-Qatar (Procurement Manager)
* 2007 – 2014 : **KHARAFI NATIONAL LLC**- Abu Dhabi (Supervisor – Procurement Unit)
* 2001 – 2007 : **WADE ADAMS CONTRACTING LLC**- Dubai/Abu Dhabi/Bahrain (Senior Buyer)
* 1996 – 2000 : **AL NABOODAH CONTRACTING LLC**- Dubai (Purchaser)
* 1991 – 1994 : **DUTCO BALFOUR BEATTY**- Dubai (Plant Purchase Assistant)

AL SAHRAA GROUP is a key player in construction (infrastructure and road work), FM, logistic, recovery and recruitment/outsourcing company with strength of over 8,000 employees. Al Sahraa Group operates in full compliance with ISO quality assurance systems and procedures. It has forayed into fields like engineering, construction, facility management, Asphalt production and multidiscipline contracting with diversified operations in various sectors such as ADAC, CMW & GHQ.

Key Responsibilities:

* Responsible for all the Procurement activities for the Project, Transport (PMV) and Asphalt Plant materials in terms of costs, time and Quality.
* Implementation of the Procurement department strategy through purchasing activities.
* Delivering procurement to the highest standards as expected.
* Handle on going issue, change PD management and necessary modifications in the contract, ensuring both parties meet or exceed each other’s expectations.
* Manage the implementation of the procurement function policies, processes and procedures to ensure fulfillment of procedure requirements and alignment to operations.
* Identify procurement staff development opportunities and assist in establishing team spirit and an annual staff development plan.
* Oversee the purchasing activities, including spare parts, material & capital / fixed assets. Review existing and new MR & FAR/BOQ/RFQ requirements. Establish and build effective working relationships with all internal customers, ensuring that Central Procurement has a complete understanding of their needs and that the customers understand the procurement process and Central Procurement’s role. Scrutinize daily petty cash documents prior to submit final approval.
* Comply with purchasing policy and procedures within the limits of delegated authority and in accordance with company policies and procedures. Monitor and assess supplier performance on a regular basis. Develop and implement supplier performance improvement programs. Manage, and develop a team and assign portfolio responsibilities to each team member.
* Oversee all procurement and contracts activities as well as the general services.
* Responsible for the purchase of goods and services, including suppliers transaction, T&C, item definition and quantities, delivery and payment follow-up. Ensure that Procurement activities are conducted in accordance with the company’s Financial & Supply chain procedures. Support to Facilities Management & Equipment Division for major technical & repair service requirements.
* Supervising logistic personnel for timely collection and distribution of purchased items & ensure an up-to-date knowledge of the workshop & project requirements. Ensure that after purchase, complete documentation and necessary entries and forwarding to accounts department.
* Develop local vendors and ensure all activities meet operational standards for quality.
* Implement contract with strategic and critical suppliers & KPI.
* Assist the Management team in all the best possible ways to ensure smooth and profitable operations.
* Quality, Health, Safety & Environment: Ensure full compliance with QHSE policies, in all aspects of the Procurement activity and participate in internal & external audits.

**CORE COMPETENCIES**

* Always positive attitude and effective conflict resolution skills
* Capable of working efficiently in a team as well as individually
* Good communication and interpersonal skills
* Advanced knowledge of computer
* Ability to handle multiple assignments/projects under pressure
* Good in organizing, coordinating and implementing new tasks
* Always interested in learning new things
* Excellent problem solving skills with analytical approach
* Strong negotiation skills in purchasing in logistic field
* Self-starter and deliver results and extensive spare parts knowledge
* Seek and Accept Accountability
* Leadership

# ACADEMIC QUALIFICATIONS

* 1990 – B.A. (Economics)
* 2000 – Mechanical Engineering Diploma (Automobile)
* 1990 – English Language Course (C1) British Council Abu Dhabi.

**Others:**

* 2016 January– March 2016 Faculty member for teaching Supply Chain Management (Part Time) at Blue Ocean in Kerala.

**TECHNICAL SKILLS**

* Windows operating System
* ERP / Oracle, BANN.
* Lotus Notes, Demat & Cassius
* Familiar with E-Procurement through Tejari system

**PERSONAL DETAILS**

Name : Sajeev Unni

Nationality : Indian

Direct Mobile : 0567471587, 0557675306 & +918089000180 (Any time available for telephone interview)

Notice Period/Availability : 5 Days

Visa Status : Employment Visa, Valid up to 05/08/2022

Passport Details : U 0733574 Valid up to 15-03-2031

E-mail : xpertd9@yahoo.com

Marital Status : Married.

Languages Known : English, Hindi and Malayalam

Driving License : UAE, Light Duty License valid till Sept-2024 & Qatar valid till Feb-2020

**WORKED PROJECT DETAILS**

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| **Sl No.** | **Projects** | **Joining Period with Project team** | **Company Details** |
| 1. | Etihad Rail Package A & B  (Ghweifat – Ruwais) | July 2019 – December 2020 | Al Sahraa Group  Abu Dhabi. Tel: 02 5510000  [www.alsahraa.ae](http://www.alsahraa.ae) |
| 2. | CMW–2016–N015 Construction of Fujairah Road (E99) | August 2018 – December 2020 |
| 3. | Design & Build of K9 Security Search Building - Phase II  Nov 2018 – Present | November 2018 – December 2020 |
| 4. | MOPA T100/2018 Construction and Completion of New Roads links Sheikh Khalifa Road from Maleha through Al-Madam to Al-Showaib Area - Phase 2. | January 2019 – December 2020 |
| 5. | NOH2 (New Orbital Highway & Truck Route -Contract 2)Doha Expressway Project - Qatar | Dec 2014 to Dec 2015 | **Qatar Diar Vinci Construction, Tornado building, Doha.** |
| 6. | Integrated Gas Development Project-Habshan 5 (Gasco/Adnoc) | May 2008- Aug 2013 | Kharafi National LLC  www.kharafinational.com  Tel: 02 5130513 |
| 7. | Abu Dhabi Sewage Treatment Plant | Aug 2007 to Nov 2014 |
| 8. | Sewage Treatment Plant Saadiyat - Abu Dhabi | Oct 2009 to Feb 2014 |
| 9. | Adnec Infrastructure Works | Oct 2011 to Feb 2013 |
| 10. | Facilities Management projects  Ammroc, Kizad Port, Musanada Mosque and School &Skycourts | Feb 2009 to Nov 2014 |
| 11. | Bukidra Interchanges and Road Works | Jan 2001 to Dec 2002 | Wade Adams Contracting LLC  [www.wadeadams.com](http://www.wadeadams.com/)  Tel: 04 8801000 |
| 12. | Roads at Al Quz Residential Area - Dubai | Aug 2002 to Jun 2004 |
| 13. | Arabian Ranches Development Infrastructure D4 | Aug 2002 to Dec 2003 |
| 14. | Palm Island (Jumeirah) Road Construction | Jul 2002 to Dec 2004 |
| 15. | Arabian Ranches Development Infrastructure D5 | Aug 2002 to Jul 2004 |
| 16. | IBN Battuta Mall Road Works | Sept 2002 to Nov 2003 |
| 17. | Mirdif Villa Roads & Infrastructure | Mar 2002 to Jun 2004 |
| 18. | Al Safooh Area Road Network R1 & R2 | Dec 2002 to Feb 2004 |
| 19. | Al Safooh Area Road Network R3 & R5 | Jan 2003 to Mar 2004 |
| 20. | Al Ain Road Maintenance - Al Ain City | Jan 2003 to Dec 2003 |
| 21. | East Road Widening Trip Contract#997 | Jan 2002 to Oct 2003 |
| 22. | Improvement of Road Network at Al Ain Clock Tower | Jan 2003 to Jun 2004 |
| 23. | Sh. Zayed Bridge of Abu Dhabi Island - Road/Highway work | Jan 2002 to Jun 2004 |
| 24. | Dredging and Reclamation at Muharaq / West Hidd - Bahrain | July 2004 to Aug 2006 |
| 25. | Emirates Ring Road #1 (New High Way) | Oct 1998 to Jan 2000 | Al Naboodah Contracting LLC  [www.alnaboodah.com](http://www.alnaboodah.com/)  Tel: 04 2019522 |
| 26. | Emirates Ring Road #3 (New High Way) | Jan 1999 to Apr 2000 |
| 27. | Dubai Air Port Concourse #1 | Oct 1998 to Jan 2000 |
| 28. | Dubai Air Port Runway Expansion | Oct 1998 to Jan 2000 |
| 29. | Al Maktoum Bridge and Road Network | Jul 1991 to Sept 1994 | Dutco Bafour Beatty  [www.dutcobalfourbeatty.com](http://www.dutcobalfourbeatty.com/)  Tel: 04 8801010 |
| 30. | Jebel Ali "G" Desalination and Power Station | Jan 1992 to Jun 1994 |
| 31. | Floating Dock at Dubai Drydock | Aug 1992 to Sept 1993 |