



**NANDAKUMAR.N.**

**CONTACT**

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.com .**

**ACADEMIC  
QUALIFICATIONS**

1) Graduation in Commerce:  
Mahatma Gandhi University,  
Kerala, INDIA.

2) Post Graduate Diploma in  
Material Management:  
Annamalai University, Tamil  
Nadu, INDIA.

**Other Skill Areas**

Software's: SAP – Purchase  
Module, Oracle – Purchase  
Module, Xpedeon –  
Procurement & Subcontract  
Module, Microsoft Dynamics  
– Procurement Module.

**PROFESSIONAL EXPERIENCE**

Have an overall 20+ years of solid hand experience in Management, Planning, Procurement, Administration and Interaction in Materials, Purchase and Stores related activities. Well versed and expertise in areas like - Vendor/Supplier evaluation, Relationship building, Appraisals, Follow up, MIS reporting etc.

➤ **Procurement Manager** with **M/s. Binghatti Beverage Manufacturing LLC.** United Arab Emirates (From April 2019 to till date.)

➤ **RESPONSIBILITIES HELD:**

- Planning and Procurement of Raw material, Packing material, Capital goods & Spares and other materials.
- Procurement of Services, Contracts & related activities.
- In charge for Imports.
- Vendor development, interaction, appraisal and evaluation.
- Resourceful in managing relationships with vendors.
- Responsible for building up a team of subordinates in Procurement.
- Acknowledged for implementing key strategies and identifying low cost sourcing by identifying economic options/vendors.
- Excellence in negotiating and contracting with suppliers and vendors.
- Team Member ISO, HACCP, HALAL implementation
- MIS reports related to materials.

➤ Worked as **Sr. Material Controller** with **M/s. Galfar Engineering & Contracting SAOG.** Sultanate of Oman (From December 2009 to April 2019.)

➤ **RESPONSIBILITIES HELD:**

- Responsible to control the flow of materials to the Project sites.
- Scheduling of Material requirements in consultation with Planning/Construction team.
- Coordinating with Clients/Consultants for Material approvals.
- Raising Purchase & Subcontract requests based on schedules and to coordinate for on time execution.
- Floating enquiries, negotiating & issue of all Site Purchase and Work Orders.
- Coordinate with various Project sites, Procurement & Contracting and other departments/units.
- Optimize resource/surplus Material utilization.
- Managing all suppliers & subcontractors for on time execution of the Project.

- Worked as **Asst. Manager Purchase with M/s. Puravankara Projects Limited** for their projects in Kerala, India.

- **RESPONSIBILITIES HELD:**

- Planning & procurement of Materials & related services for various projects.
- Ensure consistent supply of materials for Construction.
- Price negotiations for supplies & related subcontracts.
- Co-Ordination of requirements of various sites, supply scheduling & follow-ups.
- MIS reports & coordination with corporate Purchase.
- Vendor development, appraisal, evaluation.
- Maintained excellent business relationships with suppliers & sub-contractors.
- Drove cost reduction activities and maintained purchasing documentation, ISO documentation & records.
- Overall responsibility of Site stocks & stores functioning.

- **Worked as Group Manager (Purchase) at Elite group of companies** an ISO 9002/HACCP certified food company in India focuses mainly on Flour Milling, Bread, Cake & other confectioneries, trading etc.

- **RESPONSIBILITIES HELD:**

- Planning and Procurement of Raw material, packing material, Capital goods & Spares and other materials.
- Procurement of services, contracts & related activities.
- New product sourcing & development for trading division.
- In charge for Imports.
- Successfully managed procurement activities of various units.
- Vendor interaction, development, appraisal and evaluation.
- Maintained excellent business relationships with Vendors.
- Overall Responsibilities of stores functioning.
- Responsible for building up a team of subordinates in Procurement.
- Team leader for TPM & SAP Implementation in Materials Department.
- MIS reports related to materials.

- Worked with **M/s. TATA Ceramics Limited, Cochin as Purchase Officer.** Manufactures and Exporters of Fine Bone China Table Wares.

- **RESPONSIBILITIES HELD:**

- Procurement of Materials, Related Services & Contracts.
- Sourcing for materials, selection of supplier, evaluation.
- Liasoning with local bodies related to procurement.
- Follow up for materials for timely delivery & to ensure smooth production flow.
- Logistics Management.
- Reporting - MIS Reports, ISO documentation and maintenance of records.

- Responsible for Cash Purchases & Purchase Imprest. Maintained excellent relationship with Inter departments, supplier and contractors.
- Member of Audit team for ISO, Cost Control & Innovation Teams.

➤ Worked with **M/s. ITC Filtrona Ltd, Bangalore**, as Warehouse In-charge.

➤ **RESPONSIBILITIES HELD :**

- In charge for Stores & Warehouse operations.
- Managing stores functions of Material Receipts, Issues & Accounting.
- Inventory Control, FSN, ABC analysis, Perpetual Inventory.
- Preparation of MIS Reports, ISO documentation.
- In-charge for Packing, Dispatches & Logistics.
- Material follow-ups, Scrap management & Disposal.

➤ **PERSONAL PROFILE**

- |                        |   |
|------------------------|---|
| • Date of Birth        | : 25.05.1974                                  |
| • Passport No          | : S5871410                                    |
| • Nationality          | : Indian.                                     |
| • Languages Known      | : English, Hindi, Malayalam, Kannada & Tamil. |
| • Marital Status       | : Married.                                    |
| • Presently Working at | : Abu Dhabi, United Arab Emirates.            |
| • Driving License      | : Valid UAE Driving License.                  |

**DECLARATION**

I hereby confirm that the foregoing information is correct to the best of my knowledge and belief.

**Nandakumar.N**