



JOSEPH THOMAS

PERSONAL DETAILS

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Email:
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Date of Birth: 01-11-1989
Gender: Male
Nationality: Indian
Visa Status: Visit Visa
Address: Dubai, U.A.E

CAREER INTEREST

- Procurement Officer
- Inventory Controller
- Warehouse Supervisor
- Logistic Coordinator

SOFTWARE PROFICIENCY

- Microsoft Office Suite
 - Word
 - Excel
 - PowerPoint
 - Outlook

SOFT SKILLS

- Team player
- Problem Solver
- Proactive Thinker
- Analytical
- Collaborator
- Communicator
- Innovator

CURRICULUM VITEA

CAREER OBJECTIVES

I am a fully qualified and professional mechanical engineer, with an ability of canvassing large client/suppliers, production and ensuring quality by audit & supplier evaluation, developing criteria/specifications, testing, inspections and focus on & support continuous improvement. I am a team-oriented, resilient and have a self-consistent personality along with a very precise and goal-oriented working style

EDUCATION QUALIFICATION

Bachelor of Engineering

Field of Study: **Mechanical Engineering**
School/University: Annamalai University
Period: 2011 - 2015

PROFESSIONAL QUALIFICATION

NEBOSH International General Certificate

IOSH Managing Safety

Technical Skills

Expertise in Project Management, Workflow Management, Technology Evaluation, Cost Control, Construction Planning & Scheduling, Crew Supervision, Regulatory Compliance, Material Management, Contractor Relation, Subcontractors management, Safety Management

Knowledge in Procurement, Sales & Marketing Management, Post & Pre-Sales Support, Product Management, Inventory Management, Vendor Management, Accounts Management, Workflow Optimization, Customer/Client Relationship, Requirement Analysis.

EXPERIENCE

Company: IAN Consulting and Contracting Co

Position: Procurement and Inventory Coordinator

Period: March 2016 – November 2020

Job Description:

- Material Management – Procurement & Arranging the materials
- Maintain receipts and record of stock.
- Responsible for supervising and accounting for an inventory
- Monitor quality, quantity, delivery times, and transport costs
- Monitor and take inventory on regular basis
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Identified and worked closely with suppliers to lead negotiations and ensure the selection and review of the right products and made key decisions throughout the buying process
- Source products from international and local market to achieve cost savings.
- Identify, procure and negotiate with suppliers to achieve best cost.
- Liaised closely with associates and buyers to select the right products.
- Ensured the products were purchased commercially in line with the company's brand and safety standards.

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

- Collaborated with suppliers to obtain quotes and lead negotiations to secure cost reductions and interfaced between suppliers and operational teams on buying processes.
 - Follow up of Purchase Order and delivery status.
 - Follow up of invoice from Supplier on day-to-day basis.
 - Preparation of invoice and timely submission to client.
 - Work Schedule preparation & communicated to the supervisors
 - Monitoring the sequence of work
 - Monitoring and influencing the workforce to finish the work in scheduled time period.
 - Ensure the quality of work is not compromised.
 - Ensuring the employees safety in the work field.
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DECLARATION

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief, and will be supported by relevant documents as and when required.