

BLESSON M. ABRAHAM

• 966 532 811 484 □ blessonmabraham@yahoo.co.in

PROJECT MANAGEMENT & SUPPLY CHAIN SPECIALIST
CONTRACTS, OPERATIONS, PROCUREMENT & BUSINESS ADMINISTRATOR

SUMMARY OF SKILLS

19 years' experience with Diversified Industries handling multiple tasks in Business Administration, Human Resources, Customer Service & Retention, Training & Development, Team building & Product Marketing.

CORE COMPETENCIES

- Self-Motivated □ Clear Communicator with Superb Interpersonal Skills
 - Honest, disciplined & prudent □ Presentation & Technical Writing skills
 - Strong Analytical skills □ Result Oriented □ Proactive □ People Management
 - Team Building □ Strong investigation, problem-solving and decision-making skills
 - Sound Business acumen □ Project Management and Process Simplification
 - Competitive assessment & Financial modelling with Consumer insights.
-

EDUCATION

- | | |
|---|-----------------------|
| □ Bachelor of Engineering (B.E) | University of Mysore |
| □ Bachelor of Business Administration (BBA) | Bharathiar University |

CAREER SUMMARY

ESAB

(June 2021 – Present)

Supply Chain Specialist

The ESAB group is owned by Colfax Corporation. A world leader in the production of welding and cutting equipment and consumables. An innovative, world-renowned equipment and solutions are developed with input from customers and built with the expertise and heritage of a global manufacturing leader. The group is organized in the regions Europe, North America, South America, Asia/Pacific and India. ESAB is represented in almost every country by subsidiaries or agents. Sales and support is established in 80 countries and there are 26 manufacturing plants across four continents.

- Customer-oriented and strategic planning entry level supply chain specialist
- Hands-on and educational experience in purchasing, data analysis, materials flow, documentation, process improvements, marketing and accounting.
- A networking leader focused on developing and implementing process controls and quality improvement initiatives that reduce costs and increase company revenue.
- Manage the provision of Material Certificates as per requirement of Saudi Aramco in liaison with the Product Management Team for each of the Items provided
- Arrange for the Delivery of the Materials in Coordination with the Warehouse & Freight Forwarder
- Coordination with the Transportation Company for dispatch of Items based on Client orders.
- Managing Orders with Several Suppliers in Europe, Korea, India and United States by procuring Items and supplying to the Clients as per requirements
- Negotiating rates with the Freight Forwarders and Arranging Shipment of the Materials by booking the required Containers once the Items are ready in Factory
- Arranging Materials after cross checking the Stock availability in Various Warehouses and executing the Shipment for Client requirements with Turn Around Time of 24 hours
- Liaise with the Finance on the Client status and approve orders based on their payment status
- Ensuring smooth invoicing patterns are followed after delivery of Items
- Approval of the Invoices received from the Freight Forwarders on Monthly basis after cross checking against the cost and shipment modes used thereby approving release of payments in Liaison with the Finance Department.
- Ensure that the Client requirements are met and the deliverables as agreed are executed by delegating to the Supply Chain and Customer Service Team

APPLUS VELOSI SAUDI ARABIA LTD.

(June 2010 – June 2021)

Applus+ Velosi is a member of the Applus+ group and is a worldwide leader in the testing, inspection and certification sector. With over 70 offices in 46 countries worldwide, Applus+ Velosi can offer you key activities from quality assurance to quality control; and also handles the manufacturing process from inspection to legislative certification.

Project Management Specialist / Contracts, Operations, Procurement & Business Administrator / Global Operations Coordinator

- Communicate with Clients, labor specialists, material suppliers, and company executives to procure equipment and employees to meet project requirements.
- Reviewed each contract with legal team to determine company's responsibilities.
- Undertaken positions with increasing responsibility in Contract and Service Management roles along with sales & marketing with Industry Leaders such as Saudi Aramco, Sabic, Saudi Electric Co., Saudi Bin Laden Group, GASCO, Siemens, Petro Rabigh, SADARA, Maaden Gold, Al Fanar and EPC companies such as Tecnicas Reunidas, Worley Parsons, Foster Wheeler, Jacobs (GE), ENPPI, McDermott, KNPC and KOC.
- Monitored progress of each contract and reported regularly to executive team by focusing on Customer First policy while prioritizing in parallel on People capability, Contractual Terms for each project along with diversification of services across various departments.
- Generated operational excellence while establishing partnerships to drive and accelerate profitable growth and strengthen leadership position amongst key players in the market for development of the organization.
- Developed spreadsheets to compare projected costs to actual costs for each contract.
- Responsible for contract management, document control and administration in accordance with company policies, legal requirements and owner specifications.
- Create sourcing strategies and contract proposals to procure necessary resources quickly while meeting budgetary and quality standards.
- Participate in contract negotiations to pursue company goals and ensure effective communication between labor directors, suppliers, and internal managers.
- Develop and implement new arbitration procedure for contract disputes that increased resolution rate by 30 percent while reducing arbitration time by 10 percent.
- Worked with several departments, including accounting, human resources, and executive management to create labor acquisition plan and prepare for contract negotiations.
- Directed purchasing activities of procurement team, including drafting resource requirements, purchasing equipment and materials, and distributing resources to correct departments.
- Created and maintained comprehensive list of materials and suppliers to increase efficiency of resource procurement and minimize purchasing timeline.
- Developed strategic sourcing workflow to reduce duplicated efforts in procurement department and improve overall efficiency.
- Developed weekly reports for management regarding any pending contract issues.
- Offered insight into available options with contracts that were experiencing administrative difficulties.
- Accountable for Inspection coordination for Saudi Arabian Oil, Gas & Energy firms such as Saudi Aramco, Sabic, Saudi Electric Co., Saudi Bin Laden Group, GASCO, Siemens, Petro Rabigh, SADARA, Maaden Gold and EPC companies such as Tecnicas Reunidas, Worley Parsons, Foster Wheeler, Jacobs (GE), ENPPI, McDermott, KNPC and KOC.
- Global locations Project Specialist tasked with ensuring the inspections and expediting visits at overseas locations for the aforementioned clients.
- Acting Manager on several occasions directly reporting to the Country Manager overseeing 25 Inspection Engineers & 6 coordinators and providing Financial statements to Finance Manager.
- Manage and coordinate timely responses to assigned cross-contract compliance issues from customers, both internal and external.
- Worked for Worley Parsons as a Procurement Specialist on secondment for the SEC PP13-PP14 Contract ensure that the supply chain needs of a company are met in a timely and cost-effective manner.

- Performed the role of reviewing costs, develop relationships with vendors and suppliers, and offer suggestions for where and how much material and supplies to buy in liaison with the Procurement Manager and the whole team at SEC Head Office in Granada Mall, Riyadh.
- Performed the Role of Procuring Items based on SEC requirements for the complete Project in direct Coordination with the SEC Engineering team to meet the needs of the Project in a Timely manner. [Some of the Suppliers with whom I directly dealt were GE, WPT, Proton, Niagara Blowers, Gould Pumps, AZZ Inc, Johnson March (USA), RCDC (Belgium), STF, Finder Pompen, ElectroElsa Srl, (Italy), ABB (Cordoba), HHI, Cephass Corp & Hysong Springs (Korea), Alstom, Emerson NPIS (France), Sulzer, Adams & Atlas Copco (Germany), RCDC (Belgium), QICC (Qatar), CCI (Sweden), Nour Industries, Gulf battery Co. Ltd, Saudi FAL Co., Dar Al Riyadh, Yokogawa, ABB, Zamil (KSA) Petrogas, van Leeuwen, Aarding Thermal Acoustics (NL)]
- Increased cash flow by reducing invoicing backlog from four months to less than 14 days; completed in less than two months. Current status is maintained, contributing to customer satisfaction.
- Reviewed and negotiated contracts, contract amendments, drafted and redefined modifications.
- Responsible for the life-cycle of the contract from initial review to final execution.
- Responsible for Vendor Inspection, Expediting, Testing, Reviewing of Material and Test Certificates, Vendor Assessment and Audits.
- Organize and facilitate the vendor inspection scope, pre-inspection meetings, testing process, critical inspection activities and coordinate the assignment of inspectors
- Act as a primary point of contact for both internal and external clients in regards to inspection services as well as managing the documentation and documentation control processes associated with my projects.
- Managed the analysis and implementation of several large projects
 - Strategic analysis undertaken and delivered to inform, manage and drive Client expectations.
 - Analyzed & supported in design for a web-based adaptable workflow system for use across the business to streamline endorsement procedure for administrative processes
 - Conducted Operational Process Flow Reviews on bi-weekly basis for steady business growth
 - Responsible for preparation of monthly forecast, accruals & final invoices.
 - Involved in projects to review financial & budgetary systems and the redesign of internal systems
 - Analyzing the Key Performance Indicators of business and evaluate deviations.
 - Conduct weekly meetings with Inspection coordinators and clients to ensure compliance to plan.
 - Validate the HR activities such as Timesheet, Overtime assignment, vacation plan coverage and respond to personnel queries.
 - Well familiarized with all activities in the inspection lifecycle, activities, milestones and client expectations
 - Administered the complete Projects for respective Client assignments from Pre Inspection Meeting to completion of the Project.
 - Administered and maintained orders from receipt to final shipment coordinating efforts with all
 - Primary point of contact for all customer related issues.
 - Generated revenue for the organization in regular liaison with the Clients gaining more Projects
 - Ability to test business applications from a business perspective to ensure that all client requirements are incorporated into the daily operations
 - Having a thorough understanding of how operations interfaces with multiple functional groups within an organization.
 - Knowledge of Expertise in System design and development required for business process.

- Understanding service objectives and capturing business requirements through active listening & questioning techniques.
- Abreast of new legislation, company strategy and policy and being able to identify its impact on various projects.
- Ability to prepare written proposals, requirements specifications, invitations to tender and solution specifications.
- Competent to Identify business & systems process improvements from Big Picture to detail level.
- Excellent communication skills to manage and liaise with business and technical consultants to explore business process improvement opportunities.
- Highly accomplished with a verifiable track record in fields such as analysis and gathering, business process mapping and the development of interactive prototypes.
- Managing Vendor, Client and stakeholder relationships
- Delivering presentations to Senior & Executive Management.
- Putting together procedures manuals and system documentation.
- Experienced in handling multiple projects & stake holders.
- Swiftly comprehend new business and technology concepts.
- Responsible for Order Placement Timing, Supply / Demand Alignment, Resource Replenishment and Supplier Performance.
- Sourcing the most affordable materials for the companies Operational process.
- Projecting the levels of Operations Cycle on Biweekly & Monthly Basis.
- Reviewing Tenders & bids thereby Controlling the Purchasing Budget
- Delivering cost savings for the company by Managing the procurement supplier relationships.
- Developing sourcing strategies & Managing cost initiatives.
- Delegating assignments to the respective persons within the various Department for quick action
- Promoting best practice across the organization.
- Overseeing staff training based on the Specific ISO standards
- Demonstrating professionalism and competence in all interactions with business clients.
- Finding any discrepancies or irregularities withing the Operations System on regular basis thereby making the process flow of activities on track.
- Monitoring the work of individual team members and dealing with any instances of under performance by implementing the Employee Engagement Process, performance evaluation system, govern the HR aspects within the department to maintain healthy and respectable working environment across different cultures in the organization.

ALLIANZ CORNHILL

(Feb 2005 – May 2010)

Allianz Cornhill Group which is a large financial service provider headquartered in Munich, Germany. By revenue, it is the largest FSP in the world. It committed to providing financial security to a broad base of customers ranging from private individuals to large multinational corporations.

Senior Service Associate

- Processing of Lloyds TSB, Commercial Vehicle, Private Motor and Household policies for the various clients after underwriting the Risk as per the FSA Regulations in the UK.
- Worked in the Underwriting Department of Allianz Retail Broker Service to Underwrite and issue the policies.

- Providing training for new agents and get them signed off in order to process the business requirements on a day to day basis.
- Allocate tasks for the new agents as per the business requirements.
- Train, Coach, Mentor and Monitor the new agent in providing quality service on calls relating to the business requirements and thereby audit the calls made by the agents on a monthly basis and provide feedback and give quality training as and when the need arises.
- Coordinate traffic of all mails, documents and other confidential communications. Maintain accurate and organized general file of all correspondence.
- Compose/draft correspondence, reports, documents and other written materials.

LOYAL GROUP (Builders & Financiers)

(July 2001 – Jan 2005)

The Loyal Group was established in 1980 and the firm dealt with Banking (Gold loan financing) as well as the Construction/Maintenance of Buildings and wholesale/retail of building materials.

Administrative Officer

- Performed a variety of administrative and clerical activities for the organization such as Timekeeping, Book-keeping, Inventory Management and Manual B2b orders.
- Assisted the Sr. Financial Controller in preparation of reports such as daily ledger report, credit collection summary and payroll dispatch.
- Maintain accurate and filing of all announcements and correspondence.
- Compose official correspondence, monthly reports and notices communicating feedback & various business policies and trends to the employees.
- Handled basic administrative functions such as Booking Air-tickets, Accommodation, Hotel reservations and transportation facilities.

..... □