

Rajithamol Sabu

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Experienced Procurement and contracts manager with over 4 years of management experience providing, vendor relations, contracts management, tendering, logistic coordination and inventory control. Organized and proactive with remarkable project management and communication and planning abilities, cost and process optimization, and managing the entire procurement and contracts lifecycle.

Skills Summary

Strategic:

- + Relationship Management
- + Communication & Influencing
- + Financial Planning
- + Change Management
- + Quality Excellence & Legal Compliance

Operations:

- + Delivering Stakeholder Expectations
- + Managing Budgets
- + Negotiation
- + Contracts Management
- + Tendering
- + People Management
- + Vendor Management

Career Highlights

Service Contracts Manager | Dubai Developments | October 2019– June 2021

Major Achievements and Key Responsibilities:

- + Management of vendors within the system to ensure the supply chain database for all suppliers and sub-contractors is maintained and updated on a regular basis.
- + Develop RFI, RFQ, RFP & LOI, and handle all elements of the tender process, including but not limited to, coordinate, prepare and compile bid submission documents in relation to tendering/bidding activities, tender questionnaires and pre-qualifications in coordination with the various departments such as Projects, Leasing, IT, Facility Management, Asset Management, QA/QC, HSE, Engineering, etc., collate and compile all queries and requests for additional information for communication.
- + Ensure that the process and award of tenders and contracts comply with the company's policies, procedures, legal & contractual requirements. Prepare contract Award (LOA), amendment, exclusion, addendum, termination, renewal etc. Post contract coordination, monthly Performance - KPI Reports and Invoicing. Monthly accruals, periodical accrual validation/ reversal and pending invoice follow up (Receive, validate, approve and pay an average of 3K- 4K invoices per month)
- + Revisited existing contracts with vendors to ensure best prices and amended supplier agreements to best suit the organization.

- + Negotiate payment terms with all suppliers and advise accounts department.
- + Using feedback from the facility managers and other Business units, maintain ratings for each supplier and contractor, replacing any that gives poor service delivery.
- + Identify and adhere to key controls in procurement & Contracts processes.
- + Prepare procurement reports, Support Procure to Pay process improvement projects. Maintain up to date Contract Master Data, vendor Master Data & Performance Report, open PO reports and Invoice / Payment Data at all the time.

Procurement Manager | Dubai Developments |

July 2018– September 2019

Major Achievements and Key Responsibilities:

- + Developed the corporate team structure for both Hospitality and Real Estate business units
- + Implemented strategic Policies & Procedures for the corporate Procurement & Contracts Department
- + Implemented Standard Operations Procedures derived from the P&P
- + Prepared the Job Descriptions for the team
- + Prepared the workflows, checklists, Forms and Formats for the Department operations
- + Procurement Lead for the JANA Consolidation project for F&B and the ERP implementation for Non-F&B products & service (procurement software's) with Item Master, Vendor Master, Purchasing category & GL mapping
- + Supervise the budget estimation, sourcing operations and assist in data analysis
- + Maintain excellent communication with all the stakeholders including peers

Planning Coordinator | Dubai World Trade Center |

January 2014– July 2018

Major Achievements and Key Responsibilities:

- + Handle the tasks in P-to-P cycle (Procure to Payment)
- + Raise all PR/ LPO for the 12 different sections of Hospitality and track and ensure on time delivery
- + Obtain quote with remarkable negotiation skills and prepare QEF for approval
- + Create and maintain purchasing files and price lists.
- + Register the asset and ensure bar coding
- + Prepare budget and discuss monthly PNL with each section and develop plans for cost savings, prepare risk mitigation plans
- + Verify and approve invoices, (monthly 2-3K) clarify the concerns from both vendors and finance team in order to ensure payment on time
- + Handling all online requests related to staff (Annual leave, sick Leave, Certificate request etc. and all the tasks as the department's HR champion.)
- + Seven Sands, JBR & Etihad Museum Restaurant pre-opening Opex – Capex project
- + DWTC Central Production Kitchen Upgrading / renovation project
- + Traders House Opening Opex – CAPEX Project / RIDE – Opening Opex – CAPEX Project

May 2011– December 2013

Team Leader, | Sizzlers Restaurant, Dubai |

November 2009 – April 2011

Academic

- + Bachelor's Degree in Zoology - 1997
- + Diploma in cooperation – 1994
- + Pre-Degree – 1993

Certification & Training

- + Performance Management System
- + Basic Food Hygiene Training (100% Result)
- + Oracle Time and Labor
- + Emotional Intelligence
- + Finance for Non-Finance persons
- + Supervisory development
- + Powerful presentation Skills
- + Health & Safety Awareness
- + Code of Conduct
- + Hygiene and HACCP Awareness Trainings
- + EBMS, ERP Oracle, ADACO, JANA, ERP Dynamics, CRM, Yardi (Software's)
- + Cross Exposure in Accounts Payable

References

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