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**SUMITH K. CHANDRAN**

**PURCHASE OFFICER**

Email: csumithchandran@gmail.com

Contact No: +971 526574640

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| Objective: |

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. Technical skills include Word, Excel, PowerPoint and Oracle. Exemplary relationship building and problem solving skills that foster vendor trust and dependability.

**Work Experience:**

Company: **Al ABBAR GROUP**

P.O. Box 1626, Jabel Ali, Dubai, UAE

Position : **PURCHASE OFFICER**

Department: Purchase

Duration : 30th Jan 2019 up to Till Date

**Roles and Responsibilities:**

* Maintained records of purchases and sales.
* Created and maintained company purchase orders / change orders
* Procurement of raw material from national and international market.
* Development of alternative local sources for imported raw materials which helps in cost saving.
* Taking minimum of 3 quotations from the suppliers and submitting to purchase manager and preparing LPO as well.
* Coordinating with store and production department regarding the material and getting confirmation from them.
* According to raw to the availability of raw material and machineries we will send the LPO and they will send Performa invoices for the payment preparation.
* Coordinated with suppliers to ensure that goods are delivered on-time.
* Negotiated price and terms with suppliers.
* Recommended improvements to purchasing procedures for operational efficiency.
* Performed purchase operations within the assigned budget.
* Nurturing relationships with suppliers to negotiate cost savings where possible
* Managed relationship and performance of ongoing suppliers
* Monitored inventory procedures for accountability
* Discovered and partnered with reliable vendor and suppliers
* Compared and evaluated offers from the suppliers
* Maintaining the approved supplier list, including conducting annual supplier checks
* Preparing correspondence, packing list, shipping documents.
* Staying up-to-date with the latest market and industry trends.

Company: **TECHNICAL GLASS & ALUMINIUM**

P.O. Box 30581, Jabel Ali, Dubai, UAE

Position : **PURCHASE OFFICER**

Department: Purchase

Duration : 16th Dec 2016 to 17th Nov 2018

**Roles and Responsibilities:**

* Reviewed and approved purchase orders before ordering goods.
* Processed purchasing requests and maintained purchasing logs.
* Contacted vendors to obtain price quotes and performed negotiations.
* Ensured that all purchase operations were performed in accordance with company policies and procedures.
* Followed-up on delivery schedules, payment delays, and invoice queries.
* Managed deliver schedules and status of goods.
* Coordinated with suppliers to ensure that goods are delivered on-time.
* Negotiated price and terms with suppliers.
* Recommended improvements to purchasing procedures for operational efficiency.
* Performed purchase operations within the assigned budget.
* Monitoring all supplier contracts.
* Processing payments and invoices.
* Negotiating contracts with third parties and suppliers.
* Developing relationships with suppliers.
* Following up with suppliers concerning delivery times.
* Reporting to Senior Managers and Executives.
* Forecasting future demands.
* Preparing correspondence, packing list, shipping documents.

Company: **AL BADDAD CAPITAL FZCO**

P.O. Box 56162, Techno Park, Dubái, UAE

Position: **PURCHASE ASSISTANT**

Department: Purchase.

Duration: 7th Nov 2013 to 30th Nov 2016

**Roles and Responsibilities:**

* Processing all paper work relevant to the purchasing and receipt of goods.
* Liaising with internal and external departments.
* Forecasting price trends and their impact on the business.
* Monitoring and managing supplier performance.
* Training up and then supervising junior buyers in the company.
* Placing orders and monitoring delivery dates.
* Sourcing new suppliers and finding out what they have to offer.
* Arrange correspondence, packing list and shipping documents
* Forecasting the future levels of demand for products.
* Attending meetings and trade conference as required.
* Ensure the compliance to company purchasing conferences as required.
* Assist with following up overdue accounts for payments.
* Maintaining and developing and an approved suppliers list.

Company : **Saleh Al Haider Trading & Contracting Company**

P.O. Box 18, Rahima, Saudi Arabia

Position: **PURCHASE EXECUTIVE**

Department: Purchase.

Duration : Aug 2012 to April 2013

**Roles and Responsibilities:**

* High level of integrity and professionalism in transactions and conduct with suppliers.
* Lookup budget for each order before releasing order.
* Discussing and arranging meetings for suppliers with consultants.
* Responsible preparation and execution of purchase order and sending the same to suppliers and subcontractors.
* Exposure in maintain materials storage, location FIFO as per requirements.
* Coordinating with production planning to meet customer priorities.
* Releasing monthly schedules, procurement of materials spares and consumables.
* Sending enquiries to the suppliers.
* Finalizing and releasing LOIs for new projects.
* Obtaining quotations and negotiation with supplier for final price, delivery period /terms and payment terms.
* Preparation of local purchase order for the approved suppliers.
* If payment terms are to be L/C then requisition of Performa invoice agreement of L/C request and amendment.

Company : **Kalyan Sarees**

Designation : **Asst. HR**

Duration : 16th April 2012 to 15th July 2012

Location : Kerala, INDIA

**Roles and Responsibilities:**

* Companywide committee facilitation and participation.
* Company employee communication.
* Compensation and benefits administration and recordkeeping.
* Employee safety, welfare, wellness, and health reporting; and Employee services.
* Employee Salary preparations
* Maintaining employee files and the HR filing system.
* assisting with the day-to-day efficient operation of the HR office

Company : **HDFC Bank**

Designation : **SALES COORDINATOR**

Duration : 28th June 2010 to 16th March 2012

Location : Kerala, INDIA

**Roles and Responsibilities:**

* Responsible for sourcing Auto loans through Channels –Dealer/DSA, Bank Branches and Corporate Sourcing.
* Achieve targeted disbursement, weighted IRR & cost of acquisition.
* Empanel new channel partners to grow business.
* Source Used Car cases from organized players in the market.
* Achieve The Insurance cross sell targets
* Build and manage a team 4-5 dedicated executives

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| Educational Qualification: |

* B.Com Graduation from Calicut University, Kerala, India in the year of 2008.
* ITC Electrical from NCVT course in Government of Kerala in the year of 2006
* Board of Higher Secondary (CLASS XII) Government of Kerala in the year of 2004
* SSLC in the year of 2001.

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| Technical Qualification: |

* Diploma in Hardware Course Passed from Rambus Network Academy,Chalakudy
* STCW Course Passed in Yak Management & Maritime Education Centre Navy Mumbai in the Year of 2013
* HUET Course Passed in Offshore Maritime Division in Kolkata in the Year of 2013

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| Expertise: |

ERP Application: Oracle, Dynamics365

Application Products: MS Office, Excel, PowerPoint, Outlook

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| Personal Profile |

Date of Birth : 23rd May 1985

Nationality : Indian

Marital Status : Married

Father's Name : KA Chandran

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| Passport & Employment Details |

Passport No : P5399751

Date of Issue : 21 December 2016

Date of Expiry : 17th February 2023

Visa Status : Employment Transferable

Visa Valid : 1th Feb 2019

INDOS No : 13ZL5571

Driving License: 4006786(UAE)

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| Declaration: |

I hereby declare that the above information is true and correct at the best of my knowledge.

**Sumith K. Chandran**