



SOBIN VARGHESE

CERTIFIED PROCUREMENT SPECIALIST(CIPP,CIPM CERTIFIED BY IPSCMI).

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**Seeking challenging assignments in Procurement/Electrical Engineering / Project & Site Operations with an organisation
Of repute**

PROFESSIONAL SYNOPSIS

- ⇒ **B.E. - Electrical Engineering and Certified CIPP/CIPM procurement professional by IPSCMI,USA with an experience of 13 year** of industrial exposure in handling electrical site & project operations with key focus on profitability & optimal utilisation of resources.
- ⇒ Possess sound knowledge in SAP ECC Version MM module, Procurement in various fields of trading of electromechanical products, lab equipments,heavy equipments,natural and artificial slabs and stone, paints and large real estate projects.
- ⇒ Varied experience of proven international and local purchase for the complete group rite from the Request to the end to end process of procurement for various department of the group.
- ⇒ Exposure in handling quality related activities of various electrical equipments involving resource planning, in-process inspection, team building and co-ordination with internal departments.
- ⇒ An effective communicator with excellent relationship building & interpersonal skills. Possess a flexible & detail oriented attitude& experience of developing service standards for business excellence.

ORGANIZATIONAL EXPERIENCE

**Rabiah and Nassar Group-Riyadh, Saudi Arabia
Feb 14,2016-till date.**

Procurement Engineer(Executive).

- ⇒ Working on SAP MM module handling all international and local purchase for RANCO Group.
- ⇒ Handling purchase of almost 7 departments for RANCO group including some of the biggest suppliers for the departments of LABAROTARY,HEAVY EQUIPMENT,ELECTROMECHANICAL,MURO STONE,CAPAROLL PAINTS,ASTECO REAL ESTATE,LINKLEASE ARABIA ETC.
- ⇒ Indulged in exclusive working on SAP MM module rite from getting concerned department requests to getting quotes or proforma,to analysing customer Po' pricing and generating the Po's for the international and local vendors and giving the best facility to the department in terms of less cash flow more credit facilities to manage the accounts.
- ⇒ Indulged in generating PO's in Sap, looking after delivery process till the warehouse reach, creating GRN in sap after confirmation of the material received is as per specs ordered, getting required documents related to invoices etc. And submitting it to the accounts for further entries against the Po.
- ⇒ Assisting logistics to get the required documents for the shipment and getting in on time prior to shipment arrival notification(LC documents from Bank or direct documents from supplier if it is bank transfer of swift payment.
- ⇒ Following up the supplier for the delivery schedule abiding to the acknowledgement or the sales confirmation by them.
- ⇒ Helping accounts to prepare the Lc's and looking after the terms and conditions are as per the Po generated and the order acknowledgement.
- ⇒ Intensive local purchase for the departments to get materials in short time and best prices as per their specs and the site locations and generating suitable Po's for the same along with the petty cash or credit vendors.

- ⇒ Good knowledge of using SAP MM module and assisting the departments with the cost centres and GL accounts as per the required costing effects to the departments in the group.
- ⇒ Seeing the terms and conditions best suited i.e. CIF ,C&F or EXW which suits the best departments sales.
- ⇒ Having review meetings with the respective department to check their stock status and review about non-moving materials and make strategic plans with the department and accounts to get such dead materials out of stock and infuse cash into the group.
- ⇒ Coordinating with accounts regards with vendor payment international and local as per the terms and conditions agreed with the suppliers.
- ⇒ Having regular check about the stock with the warehouse and its quality and review of suppliers materials and its delivery time quality payment flexibility etc. to evaluate the suppliers on a regular basis.
- ⇒ Generating reports concerned with stocks, open Po's,stock status,movement,sales of materials etc. on a monthly basis through SAP.
- ⇒ Conducting end of the year inventory of the respective departments and entering the same in the SAP system to get it ready for the next year update.
- ⇒ Having cordial and best relationships with some of the biggest suppliers in the respective department mainly Controls from Italy,Humbolt from USA,Utest,Alfa,Endecotts etc. for Lab department,Zoomlion,Altec,Goodsense,Dallian,Rosenbauer etc. for HeavyEquipments,Caparoll paints,Hitachi,Bothwell,Armflex,Hebei,Gentler,Xinyue for Electromechanical,Compac,Develii,Technistone for Muro Stone. so having extensive experience in dealing with international suppliers and getting the best prices seeing the market scenarios.

**Tojar for Safety Equipment's – Riyadh, Saudi Arabia
May'10,2010-December 26,2015.**

Site Engineer and Purchase.

- ⇒ Understanding Customer's requirement & working accordingly innovating new ideas.
- ⇒ Implementing piping and design of water sprinkler systems and fire alarm systems(ZETA,GENT,SIMPLEX)
- ⇒ Piping and installation of Novac1230, FM-200 and CO2 systems.
- ⇒ Calculation for respective amounts of gas needed for the system based on volume.
- ⇒ Undertaking Design, Installation and necessary technical queries for the respective systems till the handover of the systems with respective as built and necessary diagrams of the same.
- ⇒ Seeing off the maintenance of contracts with the buildings of the respected fire fighting and fire alarm systems gaseous systems, kitchen hood systems.
- ⇒ Man power management as per the requirement of the daily work and planning out things for the betterment of the company & to complete the work at faster pace.
- ⇒ Assigning individual roles to selected persons so that the result is better and greater.
- ⇒ Assessing quotations for new projects and meeting prospective customers for the expansion of the same.
- ⇒ Making & follow up of diagrams & designs to be given for approval of the sites in AutoCAD in fire fighting and fire Alarm systems
- ⇒ Regular touch with clients regarding the changes about to happen at site so the future planning of the site could be taken care of.
- ⇒ Coordinate with the HVAC,etc systems so that the work is fruitful at site and can be carried off without any hindrances to other systems.
- ⇒ Preparing daily reports of labourers of their work schedule.
- ⇒ Reports of the work performances.
- ⇒ Maintaining stocks of the materials incoming & outgoing
- ⇒ The BOQs for the respective projects.
- ⇒ Inspection of respective sites prior to handing over to client.
- ⇒ Making of Pumps drawing for the pump rooms and the mechanical and electrical aspects of it.
- ⇒ Looking for the proper site inspection so as to understand the technical things which suits best to the contractors and projects management in the best way.
- ⇒ Looking for the purchase and material handing also of the site purposes.
- ⇒ Looking for the project's completion handover and total paper work required for the same.
- ⇒ Making regular follow up of the invoices and its commercial clearances and accepting the same.
- ⇒ Assessment of project delays and the technicalities for the delay occurred regular concalls and meetings with the site authorities for arranging the requirements for finish the work as well as a healthy way to get the best outcomes from the team of people with less cost and more output and target oriented time.
- ⇒ Novac-1230, Fm-200, Co2 and other gaseous systems installations and its maintenance.
- ⇒ Kitchen hood gaseous system, water sprinklers system installation and maintenance of all kinds of valves of Tyco, Mueller etc.
- ⇒ Installations of Simplex, Zeta, and Gent fire alarm systems and its maintenance.
- ⇒ Undertaking intense pressure of site activities and achieving the best possible output of the company.

- ⇒ Achieving daily targets and plans for the outcome of work.
- ⇒ Procurements of all kind of materials and procurement Receipts, physical inspection, stacking.
- ⇒ Maintaining minimum and maximum level of critical and fast moving items maintaining all procurement documents.
- ⇒ Understanding Customer's requirement & working accordingly innovating new ideas.
- ⇒ Implementing piping and design of water sprinkler systems and fire alarm systems(ZETA,GENT,SIMPLEX)
- ⇒ Piping and installation of Novec1230, FM-200 and CO2 systems.
- ⇒ Calculation for respective amounts of gas needed for the system based on volume.
- ⇒ Undertaking Design, Installation and necessary technical queries for the respective systems till the handover of the systems with respective as built and necessary diagrams of the same.
- ⇒ Seeing off the maintenance of contracts with the buildings of the respected firefighting and fire alarm systems gaseous systems, kitchen hood systems.
- ⇒ Man power management as per the requirement of the daily work and planning out things for the betterment of the company & to complete the work at faster pace.
- ⇒ Assigning individual roles to selected persons so that the result is better and greater.
- ⇒ Assessing quotations for new projects and meeting prospective customers for the expansion of the same.
- ⇒ Making & follow up of diagrams & designs to be given for approval of the sites in AutoCAD in firefighting and fire Alarm systems
- ⇒ Purchase related responsibility as new vendor development, price negotiation with vendor Po releasing, material Delivery and payment.
- ⇒ Preparing daily reports of labourers of their work schedule.
- ⇒ Material Management-Planning for daily consumables materials for coming months, billing status etc.
- ⇒ Reports of the work performances.
- ⇒ Maintaining stocks of the materials incoming & outgoing
- ⇒ The BOQs for the respective projects.
- ⇒ Inspection of respective sites prior to handing over to client.
- ⇒ Ensuring the quality and quantity of purchased at site.
- ⇒ Creating different reports as required by Management.
- ⇒ Looking for the proper site inspection so as to understand the technical things which suits best to the contractors and projects management in the best way.
- ⇒ Looking for the project's completion handover and total paper work required for the same.
- ⇒ Making regular follow up of the invoices and its commercial clearances and accepting the same.
- ⇒ Assessment of project delays and the technicalities for the delay occurred regular concalls and meetings with the site authorities for arranging the requirements for finish the work as well as a healthy way to get the best outcomes from the team of people with less cost and more output and target oriented time.
- ⇒ Undertaking intense pressure of site activities and achieving the best possible output of the company.
- ⇒ Expediting with vendors and well as HO.

1) King Faisal Hospital, Riyadh-150 Novec Rooms and water sprinkler and Simplex fire alarm system at Research Centre.

2) King Khalid Hospital – Gent fire alarm system and sprinklers and underground lines for cabinets etc.

3) Railway station Riyadh-GE fire alarm system with around 7 kms underground line for sprinklers and cabinets, FM-200, Co2 etc.

4) Private projects in Hotel holiday inn Meydan, holiday inn Izdehar water sprinkler and fire alarm systems simplex.

5) King Abdul-Aziz national guards-underground lines for cabinets and hydrants

REC (Rural Electrification Company – Power Development Corporation Ltd.), MODASA, Sabarkantha Jun'09 till May '10.

Site Engineer

Key Deliverables

- ⇒ Performing Third Party inspection for Government of India.
- ⇒ Leading a team of four engineers at site in Modasa.
- ⇒ Monitoring the transmission work performed by Contractors as per the support & guidance of UGVCL, PGVCL, DGVCL & MGVL.
- ⇒ Overseeing the scheme of providing electricity to different villages around Gujarat as per the RGGVY (Rajiv Gandhi Gram Vidyut Yojna).

Gujarat Plug-in Devices Ltd, Vadodara Jan'09 to June'09

Sales Engineer

- ⇒ Sales and service of switchgear, transformers relays and all electrical accessories

- ⇒ Designing of transformers to some extent
- ⇒ Closing sales deals
- ⇒ Sales of ABB switch gear, relays.
- ⇒ Sales of finolex wires.
- ⇒ Sales of transformers from Gujarat Plug in Devices.

Ameya Dyechem Pvt. Ltd., Vadodara.

Sep'08 till Dec'08

Sales Executive

Key Deliverables

- ⇒ Handling sales related activities covering regions of Gandhidham, Anand & Nadiad.
- ⇒ Negotiating with customers for sale of capital equipments.
- ⇒ Presenting sales report to the Head of Department (HOD) on a daily basis.
- ⇒ Following up for payments with the customers as well as closing the sales deal.

PROJECTS & SEMINARS

- ⇒ Project on PLC based Elevator Control; (27th Jan '08 to 9th Feb '08).
- ⇒ Seminar on Thermology & Nuclear Power, 2008.

ACADEMICS

- ⇒ B.E. (Electrical Engineering) from Veer Narmad South Gujarat University with First Class, 2008.

IT SKILLS

- ⇒ Well versed with Sap MM module, Windows, MS Office (Word, Excel & PowerPoint), C Language, and E-Mail & Internet Applications.
- ⇒ Conversant with Auto Cad 2D.

PERSONAL DETAILS

- ⇒ Marital Status : Married
- ⇒ Sex : Male.
- ⇒ Dependents : Wife, Son, Daughter.
- ⇒ Language Proficiency : English, Hindi, Gujarati, Malayalam, Arabic.
- ⇒ Date of Birth : 31st August, 1985.
- ⇒ Visa Status : Transferable Iqama.
- ⇒ Driving License : Valid KSA and India.
- ⇒ References : Available upon request.
- ⇒ Current Location : Riyadh.
- ⇒ Total Exp. : 13 years
- ⇒ Total GCC Exp. : 11 years.
- ⇒ Qualification : Bachelors in Electrical Engineering
- ⇒ Current Company : Rabiah and Nassar Group.
- ⇒ Current Designation : Group Procurement Supervisor.
- ⇒ Nationality : Indian.
- ⇒ Notice period : 60 days.

