

RISHAD P RAZACK

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PROFILE: -

Dedicated Procurement and Contract Analyst with over 9 years of proven expertise in executing brown and green field projects within the realm of Water Treatment Facilities and Sewage Treatment Facilities. Demonstrated proficiency in effectively carrying out assigned duties, including procurement strategies, vendor management, and contract negotiations. Possess a keen understanding of the intricacies involved in project procurement, ensuring optimal resource utilization and cost-efficiency. Committed to delivering results of the highest quality while adhering to project timelines and budgetary constraints

ACADEMIC QUALIFICATIONS: -

Master of Business Administration (MBA)

MG University, Kottayam

Bachelor of Business Management with Computer Application (BBA CA)

Bharathiar University, Coimbatore

TECHNICAL CREDENTIALS: -

- Certified Lead Auditor ISO 9001:2015 (Certificate no: BTQ/C1502/01:1222)
- Diploma In Supply Chain Management -Ongoing
- Certified Professional Procurement and Certified Professional Procurement Manger (CPP&CPPM).
- Certified in Supply Chain Logistics Management course from Straits Academy Malaysia, 2014
- Training in Basic Counselling Skills from Shanthitheeram Counselling Centre, Kerala, 2014

PROFESSIONAL WORK EXPERIENCE:

PROCUREMENT AND TENDERING SPECIALIST (DEC 2023 TO TILL NOW) AGUAS DE VALENCIA

Responsibilities:

- Preparation of Comparison sheets to finalize the Vendor/Supplier.
- Negotiation and Finalization of Payment terms for Subcontractor agreement and LOI.
- Preparation Letter of Intent (LOI) for the supplier based on review of different quotation and after comparison finalization.
- Preparation of Contract agreement for the subcontractor/ Service agreements with full details Including scope of works and scope of Matrix.
- Engage in negotiations with suppliers, or service providers to reach mutually beneficial agreements. This involves understanding the needs of both parties and finding a common ground.
- Ensure that all contracts comply with applicable laws and regulations. This may involve consulting with legal counsel or staying updated on relevant legal changes.
- Oversee the lifecycle of contracts from initiation to execution and renewal or termination. Maintain organized records of all contracts and associated documents.
- Assist in budget planning and financial forecasting related to contractual agreements. Ensure that contracts are cost-effective and within budget.
- Conduct cost analysis and evaluate the financial impact of contracts. This includes assessing pricing, payment terms, and financial risks.
- Review and Update the Procurement Tracker for the projects.
- Coordinate with Freight Forwarder and Supplier for the overseas purchase to make sure on time delivery of goods and services based on Incoterms.
- Analyze budget and prepare Monthly deviation.
- Supplier Evaluation on a Yearly Basis.

**SENIOR PROCUREMENT SPECIALIST
(SEPT 2023 TO NOV 2023) LICUAS TRADING & CONTRACTING W.L.L**

Responsibilities:

- Monitor market trends and developments to identify potential cost-saving opportunities or new suppliers.
- Conduct risk assessments related to procurement activities and develop mitigation strategies. Identify potential suppliers and conduct supplier evaluations to assess their capabilities and suitability.
- Negotiate and establish contracts with suppliers, ensuring the best possible price, quality, and delivery terms.
- Monitor and manage supplier performance, including conducting regular performance reviews and addressing any concerns or issues.
- Collaborate with internal stakeholders to define procurement requirements and specifications.
- Manage the procurement process, from requisition to delivery, ensuring compliance with company policies and regulations.
- Maintain accurate procurement records and documentation for auditing purposes.
- Stay updated with industry best practices and emerging technologies related to wastewater treatment procurement.
- Collaborate with cross-functional teams to optimize procurement processes and achieve efficiency goals.
- Participate in the resolution of any procurement-related disputes or issues.
- Continuously evaluate and improve procurement processes to drive cost savings and operational excellence.

**PROCUREMENT SPECIALIST
(AUG 2021 TO AUG 2023) METITO OVERSEAS QATAR W.L.L.**

Projects: ROAD AND INFRASTRUCTURE PROJECT

- R&I IN UM SLAL ALI, UM EBARIYA/ VILLAGE, SOUTH UM AL AMAD & NORTH BUFESSELA PACKAGE 01

Responsibilities:

- Prepare and issue Purchase Order (PO) following finalization of TBE and CBE reports.
- Prepare Letter of Credit (LC) application against the finalized purchase order value and arrange to process it further.
- Maintain and update Company "Approved vendor list" of vendors/ Subcontractors.
- Following issuance of Purchase Order or Contract, coordinate, arrange and attend kick off Meeting with vendors, Contractors/ Sub Contractors, and projects execution specialists.
- Expedite Vendors/ Contractor to ensure timely submission of vendor deliverables as listed in Vendor Deliverables Register (VDR) or Purchase Order.
- Coordinate between QC and vendor for performing quality inspections and Factory Acceptance Testing (FAT) as per approved Inspection and Test Plan (ITP).
- Support shipping/ logistics to ensure timely delivery of the material/equipment to site & warehouse.
- Maintain the Letter of Credit tracker and update based on the Invoices claimed by vendor and notify them if there are any issues.
- Cross checking Invoices issued by supplier with LPO before approving for the payment.
- Coordinate with finance department to ensure timely payment.
- Carries out other similar or related duties directed by the department manager.

**PROCUREMENT OFFICER
(AUG 2017 TO JULY 2021) METITO OVERSEAS QATAR W.L.L.**

Projects: FRAMEWORK PROJECTS.

- FLOOD PREVENTION SCHEME FOR UMM AL AMAD -SR-118 (STORM WATER)
- MISCELLANEOUS HOUSE CONNECTIONS -SR-114 (FOUL SEWAR)
- TREATMENT WORKS LAGOON & TSE DISPOSAL REUSE DOHA NORTH FARM-PHAS-3 SR- 123

Projects: WATER TREATMENT PROJECTS

- STP FOR WAKRA LABOR ACCOMMODATION (15,337 CMD) & STP FOR WAKRA FAMILY HOUSING (7,664 CMD)
- PS_028 FILTRATION SYSTEM & OUTFALL DISCHARGE

PROJECT COORDINATOR
(JULY 2016- JULY 2017) METITO OVERSEAS QATAR W.L.L.

Project: EPIC SWTP DUKHAN

Responsibilities:

- Manage execution of procurement and subcontract activities with regards to materials, equipment and services required for execution of projects.
- Prepare and implement Procedures and Policies for managing procurement and subcontracting activities for Projects and Company.
- Coordinate preparation, review, and issue of Request for Quotation (RFQ) and Instruction to Tenderers (ITT), Scope of Work to Vendors/ Subcontractors.
- Expedite vendors/ Subcontractors for timely submission of complete Quotations and Tender Bids.
- Coordinate/ Support engineering division to prepare and finalize Technical Bid Evaluation (TBE) reports/ summary.
- Co-ordinate/ prepare and issue Commercial Bid Evaluation (CBE) reports.

DOCUMENT CONTROLLER
(JUNE 2015 TO JULY 2016) METITO OVERSEAS QATAR W.L.L.

Project: Wastewater Recycle and Reduction Project

Responsibilities:

- Responsible for execution and managing of Document Control activities with Client and Vendors
- Prepare and implement Procedures and Policies for managing Document Control activities.
- Prepare, issue, and implement project specific Document Control procedure in compliance with clients' requirements stipulated in Contract and/or purchase order.
- Responsible to manage and maintain Incoming and Outgoing transmittal log (Document Control Register).
- Prepare and issue list of "Outstanding Deliverables" to division managers for their action.
- Receive vendor deliverables from vendors/ Subcontractors and distribute the deliverables to appropriate divisions following Document Review Matrix (DMR).
- Prepare internal transmittal and Comment Resolution Sheet (CRS) for each deliverable to be distributed internally.
- Prepare transmittal and coordinate with Clients Document Control (DCC) Team for sending deliverables.
- Support project execution team in finalization of formats, title block, document numbering etc.
- Responsible for preparation and submission of final documentation which includes Engineering Mechanical Catalogue (EMC), Vendor Mechanical Catalogue (VMC), Site Quality Assurance record Book (SQARB) and Vendor Quality Assurance Record Book (VQARB).
- Coordinate with client DCC representatives for review/acceptance of "Final Documentation"

ADMINISTRATOR/ HR ASSISTANT
(JUNE 2014 TO APRIL 2015) JTL CREATIVE AGENCY, INDIA

Responsibilities:

- Ensure the accurate maintenance of digital and electronic employee records, in addition to the diaries of the HR management system.
- Serving as a point of contact for all HR related enquiries and producing and submitting reports on HR activity
- Assisting the team with recruitment process by reviewing CVs, shortlisting, and identifying suitable candidates, performing reference checks, and issuing employment offers and contracts.
- Scheduling meetings, interviews, and HR events, and ensuring the distribution of related agendas.
- Communicating with the candidates for the schedule of interview.
- Conducting induction training for the newly hired employees.

UST GLOBAL KOCHI, INDIA**(DECEMBER 2013 TO JANUARY 2014) PROJECT INTERNSHIP**Intern Key Learning's:

- Undertook study on work culture and its relation to employee retention in UST Global
- Conducted an analytical study on the policies, procedures, and work culture at UST Global
- Surveyed and documented the work pattern of the employees at different levels
- Conducted detailed analysis on the retention strategies of the company to suggest operational improvements

PROJECT INTERNSHIP**(MAY 2013 – JUN2013) INDROLA STEEL ROLLING MILLS COIMBATORE, INDIA**Intern Key Learning's:

- Conducted study on various departments of the company.
- Detailed analysis of the production procedures and promotional strategies
- Undertook S W O T a n a l y s i s of finance, production, marketing, and quality assurance department of the organization.
- Made suggestion and recommendation to improve the overall efficiency and output of each department.

SKILLS

- Expertise in MS Office (Excel, Word, Projects)
- Strategic Sourcing and Supplier Management
- Financial Acumen and Cost Management
- Negotiation and Contractual Expertise
- Risk Management and Compliance
- Technological Proficiency and Data Analytics
- Procurement Software and Tools Proficiency
- Inventory Management

REFERENCES: -

Based on the request.