



Profile

Procurement coordinator

Contact

PHONE:

+97150 898 4877

EMAIL:

Shilpa_vishnu@hotmail.com

LANGUAGE KNOWN

- ❖ English
- ❖ Malayalam

PERSONAL DETAILS

Passport no: R6349140

Date of Expiry: 17/11/2027

Visa status: Husband visa

Nationality: Indian

Marital Status: Married

DOB: 23.03.1995

SOFTWARE SKILLS

- ❖ Operation System: Windows.
- ❖ Office software: Microsoft word, Excel & other MS office tools.
- ❖ AutoCAD (Basic)

Shilpa KS

B. tech –Civil Engineering

Profile for: Procurement coordinator

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CARRER OBJECTIVE

To work in a creative environment, where I can utilize my skills and pursue a challenging career towards the goal of attaining the best standards and shouldering responsibilities in the development with promising teamwork.

WORK EXPERIENCE

- ❖ **MEMMAR Construction LLC**, Business bay- DUBAI
As Procurement coordinator (2yrs & 5 months) from 20.06.2018 – 14.11.2020
- ❖ **Public Work Department Government of Kerala**
Apprentice (Daily Basis) From 21-08-17 to 15-06-2018

EDUCATION

- ❖ KMEA Engineering College – Cochin, India
Bachelor of technologies - CIVIL Engineering from MG University (2013 – 2017)

SKILLS

- ❖ Receiving the price quotations (competitive quotes) and preparation of commercial comparison.
- ❖ Creation of Purchase order
- ❖ Office administration
- ❖ Negotiating best total cost of ownership vendor pricing.
- ❖ Ensuring all purchase order requests are properly completed.
- ❖ Coordination with project team.
- ❖ Negotiation with suppliers.
- ❖ Logistics support
- ❖ Analysis all suppliers in order to select the most suitable suppliers who can deliver high quality products at competitive pricing.
- ❖ Negotiate the best payment terms and contract conditions, maintaining high level integrity.
- ❖ Client acceptance/Rejection, warranties and other related follow up matters with the suppliers till completion of the project.
- ❖ Arrange and participate meetings between suppliers and company engineers and other personnel to facilitate standardization and economical procurement.
- ❖ Assisting tendering and costing department as required.
Evaluate supplier performance based on quality standards, delivery time and best prices.

PERSONAL STATEMENT

- ❖ Experienced in computer software programs such as word processors, Spreadsheet programs and various MS Office products.
- ❖ Offer commitment and hard work towards assignments thereby providing satisfying performance to the firm and maintain the core values of the profession.

- ❖ An enthusiastic and highly motivated individual who has a clear understanding of the role and responsibilities associated with being a Civil Engineer.
- ❖ I am excellent in working with others to achieve a certain objective on the time and with excellence.

ACADEMIC PROJECT & SEMINAR

- ❖ Seminar- Effect of carbon lamination on the strength of concrete structure.
- ❖ Project- Carried out a project on “Self-curing concrete”. This can be used as an effective alternative to normal concrete especially in areas where water is scarce.

INDUSTRIAL TRAINING

- ❖ Hydro Electric power project, Idukki, India.
- ❖ Wisdam City Scapes Interiors and Developers PVT LTD, Kochi, India.

DECLARATION

I hereby declare the above-mentioned information are true and correct to the best of my knowledge and belief.

Place: DUBAI
Date: 21-01-2021

Shilpa K S