

# SREERAJ SIVARAJA PILLAI

## HIGH-PERFORMANCE OPERATIONS/PROCUREMENT MANAGEMENT EXPERT

*Seeking new heights of success as with integrity, hard work & dedication, leaving a mark of excellence on every step with a company known for continuous learning and development opportunities in a fast-paced and continually evolving environment.*

*"Excels in working with the company's Core Values of Integrity, Performance, and Learning & Teamwork."*

### PROFILE

- **High-impact Management Professional with demonstrated abilities and experience of over 10 years including 6+ years of experience in oil, gas, power, nuclear & defense industries** across UAE & Oman in the field of operations and procurement and 4+ years of experience in the field of Telecom Industry.
- Exhibited exceptional capabilities in devising procurement strategies, identifying profitable suppliers, negotiating with external vendors, approving orders, finalizing purchase deals, tendering, performing risk management, and culturing savings on procurement costs.
- Expert in selecting the right vendors, negotiation with vendors & freight forwarders for timely delivery of the materials required.
- Proficiency lies in implementing a workaround to unexpected obstacles.
- Adept in developing key relationships with strategic partners and committed to ensuring a company continually moves in the right direction. Ability to effectively oversee all processes related to the advantageous procurement of goods and services.
- Deep involvement in the major aspects such as materials specification, project-procurement operations for Onshore/Offshore.

### WORK EXPERIENCE

**March 2019 – Present**

**Technomax Middle East Engineering LLC**

**Assistant Manager – Operations & Procurement**

#### Succession Path:

- Assistant Manager – O&P (March 2019 – Present)
- Engineer- Purchase & Services (Feb 2015 – March 2019)

#### Reliability Engineering Division

- Spearheading day-to-day procurement and operations activity of a team of 10 members.
- Leading the team for KPI status and internal approvals and establishing communication on a regular basis. Directing a stellar role in facilitating new asset requirements.
- Successfully managing assets worth AED 1 million & allocations as in-charge for the assets.
- Applying general engineering knowledge to solve problems.
- Collaborating processes to standardize and maximize the Process efficiency and control of our internal operations.
- Involving in business process engineering. Collaborating with other divisions to improve procurement-related processes and procedures.

#### Crane Services Division

- Steering the daily management and operation of a team of 30 persons.
- Positively engaging in an assessment of monthly progress and achieved completion targets.
- Effectively involved in overseeing all tenders, RFQs, inquiries by approving costing and workaround.
- Having level-2 approval authority of manpower allocation and deputation.
- Generating and forwarding weekly MIS reporting to higher management.
- Playing a crucial role as key MR in monthly KPI review meetings with clients.

#### General Administrative Operations

- Identifying and tracking market trends for competitive analysis and improvising costs.
- Shouldering with the responsibility of overseeing and approval authority of the regular activities which includes CICPA Affairs, PRO activities, Employee In-take procedure, Company Insurances like TPL, WC, Admin & HR works and Site allowances and Petty Cash Expense approvals.
- Governing Inter & Intra departmental meetings.
- Holding an adequate knowledge in SAP Ariba with a 10+ customer base.
- Handling admin account for profile updates and customer communication activities, Order confirmation, ASN / service confirmation, Invoice upload against GRN.
- Owner of a stellar role in conceptualizing and effectuating procurement strategies that are inventive and cost-effective.
- Providing administrative supervision to other departments or projects as needed.



### CONTACT



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### CORE COMPETENCIES

- Strategic Planning and Execution
- Procurement Management
- Operations Management
- Cost Controlling
- General Administrative
- Man Power allocation and deputation
- Operational Excellence
- Relationship Building
- Logistics Management
- Project Management
- Process Improvements
- Executive Presentations

### EDUCATION

- Bachelor of Technology (ECE), Adi Shankara Institute of Engineering & Technology, Ernakulam, Kerala, 2010 (Affiliated to Mahatma Gandhi University)
- Higher Secondary Education (with 83%), Sarvodaya Vidyalaya Trivandrum, Kerala, 2006
- Indian Certificate of Secondary Education (with 72%), Sarvodaya Vidyalaya, Trivandrum, Kerala 2004

### CERTIFICATION

- Accredited with certification in vibration analyst ISO category 1.
- Accomplished as certified first aider.
- Completed diploma in mobile communication

- Overseeing the maintenance of office and facility equipment.
- Serving as a management representative for the ISO audit in the year 2019 conducted and certified by bureau veritas (BV) for the standards, ISO 9001:2015-QMS, ISO 14001:2015-EMS, ISO 45001:2018-OH&S. Also, for the two following Surveillance Audits.
- Successfully directing SWOT and stakeholder analysis.
- Nominated vital role as a departmental representative in monthly MIS meetings to analyse the current business trends and to derive future strategies and models.

Feb 2015 – Mar 2019  
Engineer – Purchase & Services

- Developed and implemented purchasing policies, procedures, and best practices.
- Expertise in the sales & purchase modules of SAP B1. Order creation, delivery, Invoice, goods receipt & landed cost.
- Presented good negotiation skills for order closure and vendor selection based on strict prequalification.
- Maintained good rapport with client expeditors and buyers.
- Analyzed & scrutinized the letter of credit payments.
- Execution of high volumes of Purchase Orders with remarkable efficiency.
- Actively carrying out regular tasks like the certificate of origin from Abu Dhabi & Dubai chambers, FANR approval for special materials and ESMA approval for listed HS codes.
- Looked after ongoing compliance with purchasing policies and procedures.
- Steered procurement policies to ensure all items are purchased and delivered within budget and time constraints.
- Successfully identified and sourced new suppliers and vendors.
- Key member in vendor and supplier selection process based on price, quality, support, capacity, and reliability.
- Nurtured strategic relationships with key suppliers and vendors.
- Shouldered with the entire responsibility of managing Procurement of all Mechanical Items while ensuring inter-discipline.
- Adroitly maintained a track record of the procurement activities.
- Managed and checked customer portals that are used on regular basis (RFX, PO, Service Entry, ASN, Invoice, Retention) link provided <https://srm.dewa.gov.ae/> as well as (RO, Invoice submission) <https://gsp.gasco.ae/>.
- Actively tangled in the booking of air & courier shipments via FedEx, TNT, UPS, DHL.
- Synchronized with freight forwarders for air & sea shipments (FCL & LCL).

## ADDITIONAL EXPERIENCE

May 2013 – Feb 2015  
ADECCO India Private Limited  
“Officer”

- **Client:** Aircel Business Solutions
- **Role & Region:** Engineer (Operations), Trivandrum.
- **Nature of Job:** Region-In-Charge of one of the leading internet services providers at the time, Aircel Business Solutions.
- **Responsibilities:** Coordination of feasibility, installation & commissioning, operations & maintenance of MPLS VPN, ILL and NPLC circuits.

Sep 2010 – Oct 2012  
Gemini Communication Ltd  
“Engineer (RF)”

- **Region:** Kerala
- **Nature of Job:** Operations and maintenance
- **Responsibilities:** Attend and rectify all types of down calls, BTS and CPE. Rectifying the issue and closing the TT without escalations. handling breakdowns, PM and audit for live circuits. installation and commissioning of VPN and ILL.

## REFERENCES

Mr. Shebeaun Mohammed Sherief, Managing Director of Technomax Middle East Engineering LLC- Ph: +971 2 555 1783 || [sms@technomaxme.com](mailto:sms@technomaxme.com)

## TECHNICAL SKILLS

- Well-versed with Microsoft Office Suite, SAP B1.

## KEY CLIENTS

### Crane Services

- Dubai Electricity & Water Authority (DEWA).
- ADNOC Gas Processing.
- Shuweiha Asia Power Co (SAPCO-S3).
- Nomac Gulf Coal Energy LLC.
- Advanced Military Maintenance, Repair and Overhaul Centre (AMMROC).
- Emirates Nuclear Energy Corporation (ENEC).
- Abu Dhabi Polymers Company Ltd. (Borouge).
- Lamprell Energy LTD.

### Reliability EngineerinG

- ADNOC Offshore.
- ADNOC Drilling.
- TRANE.
- Veolia Middle East.
- BASF Kanoo.

## PERSONAL DOSSIER

- Language Skills: English, Hindi, Malayalam and Tamil.
- Date of Birth: 12th August 1988.
- Visa: Residency ( Immediate Joinee).
- License: UAE driving license (LV- M geared) from 2015.
- Location: UAE.