



BAIJU BUHARI

CPPM – AM AIPLM

Sourcing & Procurement | Supply Chain Management

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CORE COMPETENCIES

Strategic Sourcing

Purchase & Procurement

Project Execution & Support

Vendor/Supplier Management

Techno-commercial Evaluations

Contract Negotiation & Management

Budgeting & Cost Optimization

ERP Implementation

Supply Chain Management

Audit, Quality, Safety & Compliances

Team Building & Leadership



SOFT SKILLS



EDUCATION

- ◉ Bachelor of Commerce (Accounting)
- ◉ Diploma in Computer Science & Applications
- ◉ Diploma in Computer Hardware & Networking

CERTIFICATION / TRAINING

- ◉ CPPM (Certified Purchasing Professional Manager)



IT SKILLS

- ◉ MS Office
- ◉ ERP Software
- ◉ Proficient in Windows environments, exposure to most of the popular software

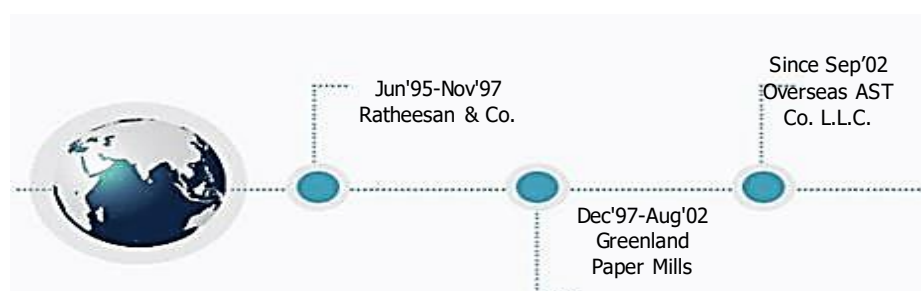


EXECUTIVE PROFILE

- ◉ A results-oriented and highly productive procurement management professional **offering over 25 years** of rich experience with a demonstrated ability to significantly reduce procurement costs by standardizing processes, negotiating favourable terms, and streamlining supplier channels
- ◉ Presently working as Team Leader for a team of 15 members in Procurement and Inventory Management Professionals; managing Materials, Plant Hire, Manpower Hire and Service requirements of 7-8 major construction projects located various emirates of U.A.E.
- ◉ Track record of **significantly reducing costs** and also improving companies processes and corporate purchasing programs
- ◉ Skilled in **preparing & presenting management reports** on variance analysis, cost & benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- ◉ Expertise in **material management activities** involving material planning, techno-commercial negotiations, scheduling & procurement of components, raw materials from various sources
- ◉ Resourceful in **developing request for purchase quotes**; expert in reviewing procurement volumes by product class/customization/type, thereby identifying areas for rate/frame contracts and finalizing the same
- ◉ Highly proficient user of **Microsoft Office, especially Word and Excel**
- ◉ Recognized by executive management as a dependable leader, with the ability to contribute as a team player, coach and develop colleagues, and interface with professionals on all levels



CAREER TIMELINE



WORK EXPERIENCE

Since Sep '02
Overseas A.S.T. Co. L.L.C., Dubai, U.A.E.

Growth Path:
Sep'02-Aug'05: Accountant - Projects
Sep'05-Aug'15: Procurement Officer
Since Aug'15: Procurement Controller

Dec'97-Aug'02
Greenland Paper Mills, Kerala, India as Assistant Manager - Accounts

Jun'96-Nov'97
Ratheesan & Co. (C.A.), Kerala, India as Audit / Accounts Assistant

Key Result Areas:

- Supporting Procurement Manager in managing a procurement spend of over AED 250-400 Million per year across various projects
- Authorizing purchases and price variations up to personal limits of delegated authority, recommending those above to the Procurement Manager
- Providing leadership to the purchasing department and motivating staff to achieve maximum performance and efficiency
- Managing Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance
- Contributing to the pre-contract negotiations with key suppliers and effectively delivering the implementation of the Terms & Conditions mentioned in the contract
- Rendering a support service to Estimators and Bid Managers in obtaining prices for contracts for inclusion in tender bids for future contractual work, in accordance with Procurement Procedures
- Engaging with Project Team for finalizing project procurement requirements and preparing procurement schedule
- Managing ERP-enabled inventory system consists of one central store and various project site stores; supporting the storekeeper to control the complete inventory of the central warehouse and its yards by closely monitoring the receipt and dispatch of its materials (approx. 4000 line items)
- Identifying reusable materials /equipment's as assets based on their value and assigning asset numbers for future tracking, ERP has configured to auto-generate asset numbers based on the pre-defined criteria
- Working with Inventory Management Team on assets and surplus material demobilization process at the end of the projects; ensuring the materials/assets are preserved for future usage

Highlights:

- Successfully ensured that a minimum of 2% buying gain was achieved from the budget for 80% of permanent materials procured for various projects
- Coordinated with in-house ERP team for implementing the procurement process in bespoke ERP software resulting in automated POs, G.R.N.s, inventory control measures and reduced transactional activities by 15-25%, thereby enhancing the visibility of performance measures and improving internal efficiency and control
- Developing a new resource code structure and assigning unique resource code for each material, plant, manpower and service to enable the procuring team to verify the purchase history of those products and services to allow them for better negotiation.
- Identified new suppliers and verified various aspects of the company in terms of local body registration, quality, safety and environmental certification, I.C.V. rating; assigned financial classification, Q.S.E. rating based on the pre-defined questionnaire; hence improving the quality of the vendors available in the database and enhance the knowledge about the vendors, which in turn supports in establishing long-term relations

PROJECTS EXECUTED

Civil / Marine Project	Mechanical Project (Aviation / Petro-Chemicals)
Underwater pipe installation Seawater intake & Outfall Bridge Construction Artificial Island Construction Quay Wall Construction Boardwalk Marina & Pier Structures Jetty ,Wharf & Port Construction Cruise Liner Terminal Beach Development Rock Revetments Cofferdam Construction Infrastructure Works Substation and Pump House Buildings Sheet & Tubular Piling Works	Fuel tank construction Hydrocarbon Pipe Laying Fuel Hydrant Network District Cooling Network Piping Fire Hydrant System

PERSONAL DETAILS

Date of Birth: May 17, 1975
Languages Known: English, Hindi, Malayalam & Tamil
Driving License: Valid UAE Driving License
Passport Number: P6262911
Visa Status: Residence Visa
Nationality: Indian
Address: Post Box 350, Dubai, UAE