



Sharjah, UAE

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SKILLS

- Strategic sourcing, planning, forecasting, cost optimisation



- Budgeting and negotiations



- Contract administration & management



- ILMS-Ariba Buyer/Contract Management



- SAP Enterprise system certified



- Customer relations



- Vendor Management



- E-procurement



- Purchase to pay



- Global sourcing



EDUCATION QUALIFICATION

B.A., (M.B.A.)

SAP (Materials Management, Sales & Distribution)

MOHAN SUNDARAM

Professional expertise in procurement and contract administration with excellent vendor management and customer service abilities – *Simple Mantra - Procure the right quality and quantity of products and have them delivered at the right time and place in the most cost-efficient manner possible...and in this way contribute to the bottom line of the organization and productivity of this crucial business function.*

Consultant (ME) – Procurement and Contracts

August 2020 – present

Intechs International LLC., Dubai, UAE.; Dikshitha Hatcheries, India; Chemparts Middle East FZC, UAE

Specialize in country-wide procurement and contract activities. Engage in sourcing of specific products and services, evaluation of vendors, negotiations, contracts administration and risk mitigation. Instrumental in promoting specialised equipment's among consumers in the ME market.

Embassy of the United States of America (US), Muscat, Oman. Jan 2012 – Aug 2020 Procurement Supervisor and Contract Specialist

Reporting to the General Services Officer I led a team of procurement agents. Was involved in the centralized management of (**countrywide - Oman**) **procurement and contracting services that included vendor management and product sourcing, negotiations, and contract actions** for the US Embassy. Managed procurement contracts ranging from US \$1000 - \$ 6 Million including multi-year contracts for embassy operations - staff, facilities, office equipment, IT facilities, architecture engineering design and construction. Crafted acquisition strategies from requirement identification through contract award. This includes **establishing of collaborative protocols and systems with internal stakeholders and in certain instances external vendors to meet organizational goals**, leading to just-in-time management while reducing costs (resulting in organizational savings).

Regularly prepared monthly/quarterly/annual purchase reports for Embassy wide procurement spending with detailed information on contracts which were routinely presented to The Office of the Procurement Executive at the US Department of State through the appropriate channels. This is in addition to regular reporting through the Federal Procurement Data System (FPDS) and the Global & Regional Financial Management System (GFMS/RFMS).

Complied with regulations prescribed in *FAR, FAM, DOSAR, Procurement cookbook*.

Notable Tasks Accomplished

- *Led, administered, and executed **US\$ 6M Health and Life Insurance contract** (resulting in a **net savings of 18%** over previous contract).*
- *Managed and administered **End-to-End Procurement and Contracts** through **Integrated Logistics Management System Ariba Buyer / Contracts like P2P**.*

PROFESSIONAL ACHIEVEMENTS

US Government Civil service awards for

- Team Award recipient for Excellence in Customer service (2019);
- Significant contribution towards staff welfare (2019)
- Team leadership & collaboration (2017)
- Outstanding teamwork (2015)
- Outstanding performance-customer service, negotiation, crisis management (2016)

LANGUAGES KNOWN

English	★★★★★
Hindi	★★★★★
Tamil	★★★★★

- **Solicited, Awarded and Administered high value and complex procurement and contracts** using multiple types of contracts such as **Random Procurement, General Procurement, Blanket Purchase Agreement, Firm Fixed Price Contract, Uniform Service Contract, Commercial Item Contract, Indefinite Delivery/Indefinite Quantity Contract, Firm Fixed Price and Cost-reimbursement Contract, and Time-And-Materials And Labor-Hour Contracts.**
- Sourced, delivered, instituted, and managed the **IT services including VPN Internet Services** for the US Embassy Chancery operation for its 500 employees.
- Increased the database of vendors for the embassy by 300% between 2012 & 2020
- Maintain excellent customer relations with internal and external stakeholders.
- Engaged in the global sourcing for purchase request from across the embassy.
- Engaged in extensive price negotiations resulting in saving of more than 15% of annual allocated budget.
- Crafted procurement strategies based on order requirement.
- Closely coordinated with the finance, facilities, warehouse, and shipping divisions to ensure seamless operations.

Oman Marketing and Services Company (OMASCO – Al Futtaim Group) 2003 –2012

Projects & Engineering Division and System Solutions Division

Product Management Executive

2006-2012

Senior Commercial Executive

2003-2006

Reporting to the Divisional Manager, I was involved in **OPSI (Ordering, Purchase, Sales, and Inventory) at the national level** (Oman). Managed **financial transactions exceeding US\$25million annually** with manufacturing principals in Japan, USA, United Arab Emirates, Sweden, and Saudi Arabia.

Notable Tasks Accomplished

- Managed a suite of branded products, **global suppliers, and replenishment activities** to meet **dealer and retail outlet needs** in a seamless fashion.
- **Increased profit margins by 16%** by reducing costs related to product cost, transport, marketing, credit terms and by engaging appropriate vendors and strategically purchasing products during key retail activities.
- Regularly **managed workshops & customer events** to support OMASCO's distributor activities.
- Instrumental in ERP implementation at company level (SAP- Material Management and Sales & Distribution)

Professional Training and Education

US Department of State, Foreign Service Institute – **Supervisory Skills**

US Department of State, Foreign Service Institute – **Overseas Crisis Management**

US Department of State, Foreign Service Institute – **Commercial Acquisition**

US Department of State, Foreign Service Institute – **Contract Administration**

Enterprise Resource Planning in **SAP**:

- MM & SD (**Material Management & Sales & Distribution**)
- FICO (**Financial Controlling**)