



LORANCE PANJIKKARAN

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Career Objective:

Seeking a better position in a well-established organization, where I can utilize my potentials, skills, and abilities and substantially contribute towards the development of the organization.

PROCUREMENT OPERATIONS:

Goal-oriented professional offering end-to-end Procurement/Purchase Operations expertise that directly results in efficiency improvements & cost savings.

 **Industry Preference: Oil and Gas Fabrication, Manufacturing and Construction, and Infrastructure projects.**



Profile Summary:

- **A competent professional with nearly 23 years of UAE experience in Procurement and Purchase Operations.**
- Merit of being engaged in contractual & procurement management, sub-contracting, and negotiation practices, pre-qualification, procurement and project management services of Oil & Gas, and Infrastructure projects; (for Storage Tanks, Refinery, Utilities & Desalination Industries, Power & Chemical Plants, Ship Building /Ship Repairs, MEP, Railway, Roads, Bridges, Water, Storm Water, Sewerage, Building & Civil Constructions, Aluminum Fabrication & Trading sectors).
- Expertise in procuring “Projects Materials in various categories & Grade” for Oil and Gas Construction and Infrastructure projects, such as Pipes, Fittings, Valves, Plates, Structural Steel, E & I Materials, Bridge bearings & Expansion Joints, Piling Materials, Bitumen, Aggregate & Concrete Products, PME (Plant, Machinery & Equipment) Buying & Rental, Tools & Tackles, IT & Electrical material’s, Safety items, Civil & MEP Constructions Materials & all types of consumables.
- Proficient in devising & implementing various innovative procurement processes / procedures; skills in creating vision for objective and translating ideas into clear & actionable business requirements & recommendations
- Skilled in building and maintaining vendor relations, evaluating vendors, managing team members processes and analyzing reports
- Reviews received specifications stated on the requisitions and verify contents accuracy before processing of purchase requisitions. Develops and assists with implementation of processes for efficiency improvements.
- Skilled to plan strategies and excellent skills to work in a fast pace environment and multi task.
- Controlling the purchasing budget and delivering cost savings for the company
- Expertise in negotiating with the suppliers to clarify contract, delivery, terms of payment and other issues to optimize cost and delivery time and conditions
- Represented procurement team in meetings organized with Project Engineers and Suppliers for finalizing technical and commercial aspects of the order
- Developed New and Alternate vendor base to achieve cost
- Proficient in handling the documentation records of the departments.
- Performs other duties as assigned.
- **Experience of working with ERP Software Systems: SAP Business, Oracle Fusion ERP.11 and Redsky Semite.**
- 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
- An innovative & result-oriented professional with strong leadership, planning, communication, interpersonal & negotiation skills



Education:

- B.A. (Bachelor of Arts) from University of Calicut, Kerala, India.



Certifications / Courses Attended:

- Office Automation from Ontrack Information Technology Institute, Kerala, India (Windows 2000, MS Word, MS Excel & MS PowerPoint)
- Tally, Internet & E-Mailing from Third Millennium Software Institute, Kerala, India.
- Training Courses on Surface Preparation, Paint Application, and Quality Control & Safety from Sigma Paints Saudi Arabia Ltd.



Area of Excellence/Skills:

Complete Procurement & Purchase Operations, Supervisory Skills, Liaison & Coordination, Team Management, Inventory Management, Warehouse Management, Supplier & Contract Negotiation, Supply & Sub-Contract agreements, Cost Saving, Strategic Planning, Budgets, Global Sourcing, Supplier Development & Evaluation, ISO Standards, Vendor Management, Quality Assurance, Process Improvement, Material Technical Support, Store Operations & Expediting of large and high value Project Material and Capital Equipment's.



Work Experience:

❖ **Senior Procurement Officer**

❖ **Ghantoot Transport & General Contracting L.L.C (Roads and Marine Division), Abu Dhabi - July 2017 to Present**

Type of Organization: Infrastructure Contractor.

Certifications: - ISO 14001:2004, ISO 9001:2008, BS OHSAS 18001:2007.

Activities: Construction of Railways, Roads, Highways, Bridges, Tunnels and Causeways, Utility networks such as water, electricity, sewerage, storm water drainage, Irrigation, Landscaping, oil & gas, telephone, CCTV, Traffic Control, Fire Fighting networks and security systems..

Responsibilities:

- Engaged in Complete procurement process for complex packages of Materials, Sub-contracting, complete procurement services for Construction of Roads, Highways, Bridges and all types of Infrastructure projects.
- Bidder pre-qualification, bidder's lists, bid solicitation, bid analysis & negotiation for assuring approvals in accordance with established procedures
- Reviewing CBA, Purchase Orders and Contract/Agreements for achieving 'best price/quality/payment terms and delivery' purchasing
- Trained, motivated, and coached the Team members for efficiently handling the Commercial/technical aspects of the purchase department.
- Monitor and support the work and assignments of the employees and assist them in their work difficulties
- Coordinating with suppliers and sub-contractors, and the engineering personnel to meet the requirements & specifications as per the terms & conditions of the purchase orders.
- To send the request to Quality Department for the Vendor/Sub-contractor who are not included in the list or whose evaluation is expired to meet the requirements of Companies Quality Manual
- Making negotiations in accordance with the techno-commercial contractual terms & conditions with Vendor/Sub-contractor.
- Supervising all procurement activities between the company and different local, national and international suppliers
- Reviewing Issuance of Purchase Order and Sub-contract Agreements only to vendors, supplier and sub-contractor approved and included in the Lists of Approved Vendors - Suppliers (Corporate or Local Lists)
- Invoices that are returned from accounting for discrepancies, change orders & exception reports and material requirements, material status and purchase orders.
- Liaising with the manufacturers and guaranteeing to provide consumable/spares for long term
- Managing project materials procurement at all levels.
- Interacting with the Audit Team for ISO documentation

❖ **Senior Procurement Coordinator**

❖ **Quality International Co. Ltd. FZE, Hamriyah, Sharjah - January 2011 to May 2017.**

Type of Organization: EPCM Contractor.

Certifications:- ISO 14001:2004, ISO 9001:2008, BS OHSAS 18001:2007 and ASME "U","U2"&"S" stamps and National Board "R" & "NB".

Activities: Construction and Manufacturing for Oil & Gas Sector

Category: Tank Farms, Pressure Vessels, Reactors & Columns, Heat Exchangers, Skid and Skid Mounted Systems, Piping Spool & Piping System Fabrication, Heavy Structural Steel Fabrication & Installation & Industrial Civil works.

Responsibilities:

- Engaged in Complete procurement process for complex packages, sub-contracting, complete procurement services for Oil & Gas, Power & Desalination, Oil Storage Tanks and Procurement Cycle Elements
 - Implemented control & report system for monitoring the progress of all procurement activities to meet the project objectives
 - Cemented healthy relationship with major vendors to ensure maximum utilization of expertise, ideas, methods & material application in order to achieve maximum cost savings
 - Coordinated with the Project Manager for providing complete details on cost, delivery & performance of vendors/suppliers and sub-contractors
 - Review and approval of CBA and Purchase orders.
 - Engaged in Techno-commercial discussion & negotiations with the sub-contractors Procurement strategy development, strategic sourcing, negotiation and securing of long term price contract
 - Prepared CBA, Purchase Orders, LoA, Supply/Sub-Contract agreement with agreed terms & conditions
 - Worked in close coordination with the Project Teams for managing project tendering and recommending changes in raw materials or manufacturing sites as per the requirement
 - Verified purchased materials provided by Engineering and QA/QC Department to meet the specifications
 - Expedited the overall purchase orders and resolved the delays in the shipment and delivery of priority orders
 - Determined bidders list, analyzed quotations, read data sheets & blueprints, selected qualified vendors, negotiated prices & shipment terms, compared quality, inspected returns and managed inventory control & stockroom
 - Monitored performance of the registered vendors and registered new vendors in the system.
- ❖ **Senior Buyer: TECHNOSTRENGTH GLOBAL FZCO FUJAIRAH (March 2009 - December 2010)**
 - ❖ **Purchase In charge: ESMA INDUSTRIAL ENTERPRISES FZCO DUBAI (January 2006 - December 2008)**
 - ❖ **Purchase Officer: ALBANNA ENGINEERING DUBAI (May 1998 - January 2006)**
 - ❖ **Purchase Officer cum Store Keeper: INDIAN ALUMINUM CO. LTD. THANE INDIA (January 1997 - May 1998)**
 - ❖ **Purchase Officer cum Store Keeper: RENCO ENGG. & CONSTRUCTIONS (P) Ltd. Mumbai-India (August 1995 - December 1996)**
 - ❖ **Store Keeper: ELECTROVIN ENGINEERING COMPANY, Mumbai-India, November 1994 – July 1995**



Personal Details:

- Date of Birth : 08-09-1972
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Hindi & Malayalam
- Visa Status : Employment Visa
- Driving License Details : Valid UAE Driving License