

# CURRICULUM VITAE

**Niyas Navas**

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## Objective

To take up greater responsibilities that will enable me to use my skills and in the due course learn and add to my skills. To work with an organization where professionalism and enthusiasm are recognized and to continuously acquire skills in emerging trends and to face challenges

## Synopsis

A proactive and result oriented professional having more than 11 years of extensive experience in managing Procurement, Contracts, Vendor Development Activities & Material management, Document Controlling & Warehouse management including store handling and inventory. Hard working focused and disciplined and has a long track record of developing the supply chain strategies needed to make an organization more effective in achieving its business goals. And also has extensive knowledge of procurement principles, practices, and procedures. Experience of distribution, warehousing, storage operations and transport management, but also possesses excellent local, national and international geographical knowledge.

## Education

**Bachelor of Computer Applications**  
**LLB**

## SUMMARY

- ❖ Highly motivated Supply Chain management professional with over 8 Years of Experience as a Supply chain professional in contract & procurement, document controlling , expediting and 3 Years as a warehouse manager
- ❖ Responsible for Order Placement, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
- ❖ Reviewing tenders and bids.
- ❖ Sourcing the most affordable materials for the company's manufacturing process.
- ❖ Projecting Material stock levels.
- ❖ Continuously monitoring, evaluating and improving supplier performance.
- ❖ Controlling the purchasing budget.
- ❖ Dealing with international companies and suppliers
- ❖ Monitoring delivery times to ensure they are on time.
- ❖ Routing the Prepared Contract documents along with supporting documents among various Departments Personals (Proponent, HES, Legal, Finance, etc.) for their Approval Signature.
- ❖ Ensuring the adequate supply of all required materials, components and equipment.

- ❖ Delivering cost savings for the company.
- ❖ Providing assistance in company's internal and external audits
- ❖ Managing the procurement supplier relationships for the company.
- ❖ Helping to source alternative items for buyers and customers.
- ❖ Developing sourcing strategies.
- ❖ Managing commodity cost initiatives.
- ❖ Preparing high quality tender documentation.
- ❖ Regularly contacting suppliers to renegotiate prices.
- ❖ Resolving disputes and claims with vendors and suppliers.
- ❖ In-depth Understanding of Supply chain process and Logistics Management.
- ❖ Extensive knowledge of purchase order systems & experience of purchasing strategies.
- ❖ Demonstrated leadership abilities and team work skills as well as the ability to accomplish tasks under minimal direction and supervision

### ***SKILL SETS***

- ❖ Purchasing
- ❖ Sales
- ❖ Negotiations
- ❖ Expediting
- ❖ Vendor Management
- ❖ Contract negotiations
- ❖ Cost Reductions
- ❖ Warehouse Management
- ❖ Material Management
- ❖ Inventory Management

### ***TECHNICAL SKILLS***

- ❖ Microsoft Excel
- ❖ Microsoft Word.
- ❖ Power point.
- ❖ C Programming
- ❖ Java, Windows, C++, C#, Mac OS, Oracle-portal
- ❖ TALLY
- ❖ SAP
- ❖ Oracle Cloud ERP

### ***Interpersonal Skills***

- ❖ Logical thinking
- ❖ Dealing with international suppliers
- ❖ Risk taking ability
- ❖ Resource management skill Motivation capability
- ❖ Highly Patience
- ❖ Strong IT, database and communication skills.
- ❖ Excellent interpersonal skills and a professional telephone manner.

- ❖ Experience with document control packages such as Asite.
- ❖ Utilizing a range of office software, including email, spreadsheets and databases
- ❖ Good working knowledge on Suppliers, Approvals rules, TAD and all other procurement tasks.
- ❖ Invoicing & Receipt Accounting

### ***Career History***

Organization	Designation	Duration
OCCIDENTAL OF OMAN	Contract & procurement engineer	December 2012 - December 2020
ALINCO KSA	Warehouse manager	September 2010 - October 2012
TATA AIG	BDM	January 2010- August 2010

### ***Experience:***

#### **OCCIDENTAL OF OMAN**

Designation: Supply Chain Analyst

- ❖ Worked in Occidental of Oman oil exploration field as a warehouse in charge at Oman North Safah and Mukhaizna Oil field
- ❖ Floating the enquiries of Procurement and Contracts
- ❖ Evaluating the Techno-Commercial bids and awarding to the eligible supplier
- ❖ Negotiate the best deal for pricing and supply contract terms
- ❖ Dealing with international companies and suppliers
- ❖ Review and analyze all vendors/suppliers, supply, and price options
- ❖ Ensure that the products and supplies are high quality
- ❖ Track orders and ensure timely delivery
- ❖ Assess and communicate sales forecast including deal status, pipeline opportunity and close rate.
- ❖ Keeps management informed by submitting activity and results reports, such as daily call
- ❖ Maintain records of purchases, pricing, and other important data
- ❖ Develop sourcing strategies
- ❖ Maintain good relationships with suppliers and renegotiate prices on a regular basis
- ❖ Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance

## **ALUMINIUM INTERNATIONAL COM; ALINCO Kingdom of SaudiArabia**

**Designation:** WAREHOUSE MANAGER

- ❖ Overseeing receiving, warehousing and distribution operations.
- ❖ Implementing operational policies and procedures.
- ❖ Implementing and overseeing security operations.
- ❖ Ensuring effective and safe use of warehouse equipment.
- ❖ Ensuring safety of staff.
- ❖ Motivating and disciplining staff.
- ❖ Maintaining documentation and keeping accurate records of warehouse activities.
- ❖ Maintaining awareness and knowledge of condition and location of fleet vehicles.
- ❖ Assisting with deliveries where required.

## **TATA AIG**

**Designation:** BUSINESS DEVELOPMENT MANAGER

- ❖ Achieve growth and hit sales targets by successfully managing the sales team
- ❖ Design and implement a strategic business plan that expands company's customer base and ensure its strong presence
- ❖ Own recruiting, objectives setting, coaching and performance monitoring of sales representatives
- ❖ Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- ❖ Present sales, revenue and expenses reports and realistic forecasts to the management team
- ❖ Identify emerging markets and market shifts while being fully aware of new products and competition status

### ***Training/Seminars undergone***

- ❖ "Personal and management Skills" training from TATA AIG
- ❖ Attended ADIPEC oil and gas exhibition in ABUDHABI
- ❖ Completed SCM Management and Legal Policy training from Occidental of Oman

### ***Achievements***

- ❖ Received and appreciation for saving almost USD 5 Million by negotiating and sourcing the material from manufacturer directly
- ❖ Cost Reduction by almost 5% -7% by developing new vendors and renegotiating the prices.
- ❖ Increased number of vendors by consolidating services.

### ***Personal details***

Name : Niyas Navas  
DOB : 11-05-1988  
Contact Number : +968 96266169/ +91 9995965771  
Email ID : niyas0110@gmail.com  
Passport Number : T4665843  
Nationality : Indian  
Marital Status : Married  
Languages Known : English, Arabic, Tamil, Malayalam and Hindi.

### ***Hobbies and Interest***

- Travelling
- Cooking
- Playing cricket and football

### ***Declaration:***

I hereby declare that all the above-furnished details are true and to the best of my knowledge.

Place:

Date:

Niyas Navas