



SANAND SAJI

Address: P.O. Box 91663, Abu Dhabi, UAE.

Telephone: 02-4456382.

Mobile: +971 56 1355456

Email: sanandsaji@gmail.com

PROFILE

Dedicated Procurement Engineer with 7 years of experience determining technical procurement requirements implementing process and programs and performing evaluations to ensure compliance with technical specifications. Detail-oriented, reliable, and knowledgeable individual with a true passion for the job.

PROFESSIONAL EXPERIENCE

Aertssen Machinery Services LTD, Abu Dhabi, UAE

2018-Present

Lead Purchase Officer

- Responsible for procurement of Vehicles, goods and services from domestic and international sources.
- Responsible for maintaining repair log on company machinery and vehicles.
- Utilize company procurement software to generate request for and purchase requisitions as well as create data based on material.
- Research and meet with potential suppliers to compare products, prices, lease terms and make the best decision for the company.
- Support the QA department throughout the vendor qualification process and ISO process.
- Purchase of vehicles, Spare parts, Hardware materials, Lifting gears and Electrical items.
- Procurement of Engineered equipment & materials
- Input valuable decisions before buying an item or service.
- Use knowledge of items in market to decide which product is suitable for a specific application.
- Create engineering drawings for fabrication department.
- Inspect machines to order the right parts.
- Scheduling of maintenance activities.
- Maintaining nonconformance logs from suppliers.
- Negotiating for the best prices and lease terms for all items.
- Tracks orders and confirms lead times, delivery time and costs.
- Vendor management.
- Coordinating with finance, operations and workshop.
- Making sure items ordered comply to QHSE.

Royal Falcon Trading, Abu Dhabi, UAE

2013 – 2018

Sales and Procurement

- Responsible for procurement of goods from domestic and international sources.
- Utilize company procurement software to generate request for and purchase requisitions as well as create data based on material.
- Negotiate sales agreements with selected vendors to get the best value.
- Developed and maintained inventory cost forecast and estimates with the help of an inventory software.
- In charge of sales of heavy machinery, automobile spare parts, hardware items and lubricants.
- Performing of customer service duties and clerical and administrative duties.
- Gained knowledge in Heavy machinery and automobiles.

EDUCATION

Anna University, R.V.S. Technical Campus, India

Bachelor of Engineering (Mechanical)

Graduated: 2013

- Senior Project – Efficient Bucket Elevator
The senior project involved the designing of a bucket elevator having superior work efficiency as compared to the one in use at the city's research plant. I oversaw the research design and its implementation.

SKILLS

TECHNICAL SKILLS

- Various ERP software such as Tally, Easy Business, Microsoft Dynamics
- MS Office
- Proficient in related computer software
- Hardware management
- Diagnosis and service of automobiles and machinery
- Parts identification applications
- Able to make engineering drawings.

GENERAL SKILLS

- Excellent analytical and problem-solving skills
- Quick learner with excellent practical skills
- Excellent computer skills
- Knowledge of availability of different materials in the market
- Excellent communication skills and ability to influence Senior Management decisions
- Negotiation skills
- UAE Driving License
- Fork lift operation