



## RAYMOND D'CRUZ

PURCHASE & STRATEGIC  
SOURCING + VENDOR  
MANAGEMENT + CONTRACT  
MANAGEMENT + COST & VALUE  
MANAGEMENT

### Mobile:

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## PERSONAL INFORMATION

**Date of Birth:** 8<sup>th</sup> Feb 1975

**Marital Status:** Married

**Nationality:** India

**Driving License:** UAE

**Languages Known:** English,  
Hindi

**Visa:** Spouse Sponsorship

## KEY SKILLS

Purchase Management  
Strategic Planning  
Time Management  
Facilities Management  
Supplier Negotiations  
Vendor Management  
Contracts Management  
Cost & Value Management  
Buying Analytics  
Demand Management  
Administration Management  
Buying Analytics  
Media Management  
Techno-Commercial Advisory

### IT Skills:

Microsoft Office

### Education:

St. Marys Junior College,  
AP, India

## EXECUTIVE PROFILE

A management professional with diversified experience in purchase, sourcing, vendor management and project management functions within manufacturing, signage and other various sectors.

Possessing core competencies across all elements of administration within diverse sectors, project coordination, facilities management, real estate management, owner representation and all elements of business support services in addition to strategic sourcing, cost and value management, devising procurement strategy and leading strategic negotiations.

Seeking a position within operations at a large diversified group to render business support towards achieving strategic goals.

## WORK EXPERIENCE

### Senior Purchase Officer

August 2008 – November 2019

### Fields Investment (DIFC) Limited

(Formerly known as, Al Mojil Investment Limited), DIFC Dubai

- Reported to the Purchase Manager.
- Planned, managed and organized purchasing support activities for group companies dealing in oil and gas supplies, construction and architectural designing.
- Negotiated prices, delivery dates, terms of payment and delivery points with vendors and procuring products and services at the right price after comparative study of all vendor quotes.
- Established and maintained a database for main suppliers and liaised with local and international suppliers as per company recommended vendor list based on their previous performance.
- Placed purchase orders and maintained the tracking system by registering all project purchase orders in purchase orders log.
- Monitored and expedited the delivery of placed purchase orders with close follow up for critical deliveries to ensure vendor is able to fulfill his obligations on time.
- Maintained supplier invoices tracking system by registering supplier invoices in suppliers invoices log, verify and approve them for payment.
- Established and maintained pre-agreed terms, conditions and standards with selected suppliers for bulk materials.
- Reviewed and negotiated vendor/sub-contractor contracts/agreements to achieve 'best price/best quality' purchasing and ensured all risks within the contracts are amended to ensure no possible comeback risks to the company.
- Coordinated with Group IT Manager and IT Vendors on various IT project supplies for the group.
- Interfaced with logistic companies, shipping agents and freight forwarders for timely delivery of shipments.
- Liaised with group companies in Dammam, KSA for purchase and sale of equipment's required for projects with Aramco.
- Reviewed project schedules and milestones date in order to ensure coordination and matching of the procurement schedule and material delivery schedule with the main project schedule.
- Maintained departmental costs and expenses to assist in budget preparation.

**Achievement:**

- Played a major role with negotiating contracts, bulk purchase of materials and services for signage projects.

**Key Responsibilities:**

- Assisted the Purchase Manager with purchase of project related requirements and supervised a small team of purchase executives.
- Reported to the Operations Manager by providing daily statuses on ongoing maintenance projects ensuring project deadlines are met.
- Established and maintained a database for main supplies and liaised with local and international suppliers as per company recommended vendor list based on their previous performance.
- Negotiated prices, delivery dates, terms of payment and delivery points with vendors and procuring products and services at the right price after comparative study of all vendor quotes.
- Established and maintained pre-agreed terms, conditions and standards with selected suppliers for bulk materials.
- Reviewed and negotiated vendor/sub-contractor contracts/agreements to achieve 'best price/best quality'.
- Reviewed purchase orders, approved supplier invoices and coordinated with warehouse to ensure proper storage.
- Interfaced with Freight forwarders and shipping agents for imports, customs clearance, ministry of industries approvals and duty exemption.
- Attended weekly progress meetings with clients such as Eppco, Enoc and Emarat for MEP, cleaning & maintenance contracts for the fuel stations in the UAE.
- Scheduled manpower, assigned tasks to site supervisors, planned and coordinated with project engineers ensuring project deadline is met.
- Procured shelving units (Gondolas) from Sweden and supervising their installation at Eppco Starmarts and Adnoc C-stores.