



PERSONAL DETAILS



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Dubai, UAE

EDUCATION

- ❖ 2004: B.Com. (Bachelor of Commerce) from Mumbai University, Mumbai (India)
- ❖ 2004: Diploma in Software Programming from NIIT Institute, Mumbai (India)
- ❖ Pursuing CIPS certification

CERTIFICATIONS



Certificate of Completion-
Warehouse Management:
Inventory, Stock and Supply Chains



Certificate for Integrated
Management System Internal
Auditing: (Process Risk &
Performance Based Approach (ISO
9001:2015, ISO 14001:2015 and ISO
45001:2018)

DON D'SOUZA

A multi-faceted professional with strong expertise in establishing strategies, developing vendors, **sourcing & analytical assessment to strengthen effectiveness**, targeting senior level opportunities in **Procurement Operations & Supply Chain Management** with an organization of repute



PROFILE SUMMARY

- Result-oriented professional **offering over 15+ years of experience** in Procurement Operations, Contract & Tenders Management, Supply Chain Management, Team Management & Leadership, Purchase Management, Strategic Sourcing, Spend Analysis and so on.
- **Procurement & Purchase Management Professional** with record of innovative success in sourcing material from **multiple countries** and offering top performing solutions for purchase / projects issues; leveraging standalone expertise in making timely decisions that positively impact success.
- **Proficiency in collaborating with major clients such as** DCA, DEWA, ADNOC, DP, EMAAR, MEERAS, Al-Wasl, DIFC, EO, Teecom, Jumeirah Hospitality including pre & post construction tenders, contracts, multiple subcontractors, vendors for respective categories.
- Managed annual purchase spends to the tune of **AED 403-600Million (Fixed +variables)**, covering **58+ sites/projects all around UAE**.
- **Knowledge of selecting the right tendering module** and preparing/ reviewing the commercial tender documents containing the price schedule, general terms & conditions and negotiating (technical & commercial) for the orders.
- Hands-on experience in assisting **project management and Bidding Team** with **bid analysis and contract negotiations**.
- **Strong exposure in managing overall** tender process, negotiations, evaluating tenders, awarding contracts, dealing with bidders from different countries and assessing risk factors to bid decisions.
- **Proven expertise in supervising Procurement & supply chain operations** like issuance of PO/contracts, Negotiation, receiving goods, documentation inside/outside movement of goods & ensuring optimum inventory levels to achieve maximum cost savings with minimum stock. Directed tactical purchasing team of 14 employees.
- **Slashed across-the-board and spearheaded multiple-site contract mobilization requests** in Emaar, Ejadah, Royal Group & Roshan Construction; saved 20% across hard & Soft services & 15% against the annual spends.
- **Strategic sourcing professional with hands-on experience in categorizing** Teir1 or 2 and as per their activities (Hard & Soft FM, Landscaping & Irrigation, BMS, BMU, Elevators, Firefighting, Chillers, CCTV & Security services, cleaning services, waste managements, Events, Branding and many more as needed)



WORK EXPERIENCE



- Maintained contract documents, Completion Certificates, Assets Lists, Warranties, Claims, Variations, Approvals, Invoices, Process Payment certificates.
- Ensured all SLA/KPI has been followed and contractors comply to the defined standards, policies and agreed scope.
- Conducted vendor's Prequalification & evaluations; administering surveys in every 6 months to capture feedbacks in regards quality of service, payment issues and open orders.
- Analyzing bid proposals and preparing operational and winning strategies accordingly, preparing strategies for external purchases and validated processes.

CORE COMPETENCIES

Purchase/ Supply
Chain Mgmt.

Demand & Supply
Planning

Domestic &
Overseas Vendor
Validation &
Development

Bulk Materials
Procurement

Strategic Sourcing &
Procurement

Logistics Operations
(import/export)

Quality Control &
Gap Analysis

Contract & Tender
Management

ACHIEVEMENTS

Introduced and Implemented Electronic and paper less process for Emirate National Investment (ENI) to initiate

Successfully Implemented ERP upgrades (in Oracle & Maximo) for Ejadah, introduced new workflow process and DOA to existing ERP system; achieved the set objective & SLA/KPI's

Finalized Rate contract system for Ejadah and ENI for all regular and running products/items from Inventory through effective procurement Strategies and Stakeholder engagement; reduced the long queue of PR's and saved processing time by 50%. achieved saving of 12% to 15%

Achieved Savings of 20% on existing cost by limiting multiple vendors and consolidating all the multiple contracts for ENI.

Reduced operating cost of Fleet system by 25% by successfully introducing SMART Tracking system in all Fleets (rentals and own vehicles), which help to track the movement of vehicles, petrol consumption, accidents and misuse of vehicle and assets

- Liaising with team on company estimating methods and preparation directions and with vendors or sub-contractors for better prices & value engineering options.
- Provided guidance on CAPEX, OPEX, COS Budgets for various categories.
- Rebates & Re-Negotiate total contracts value, Introduced Rebate policies/clause with OEM's, SSME's & Manufacturers which in returned increased annual revenue by 18% on fixed contracts and 10% on variables.
- Maintained Record/track of all the contract (value/expiry) and renewed AMC contracts.
- Identified procurement needs and establishing strategies for sourcing materials at the lowest total cost; developed vendors for better price, quality and on time services/deliverables.
- Performed Spend analysis, Gap analysis, supplier assessments and market analysis.
- Built a framework of quality standards, policies, procedures & systems and ensured smooth implementation of same within internal team and at supplier's end.
- Promoted cost reduction through negotiations, localization, raw material optimization, vendor base consolidation and second source development.
- Budgeted and planned the funds for procurement & sourcing of material, ensuring optimum utilization of material and maximum cost savings.
- Performed a wide variety of tasks like:
 - Developing tender, quotation, proposals and negotiating on the contract terms to get the best business deals.
 - Finalizing the MSA & schedule agreements with the vendors based on annual requirements.
 - Attending the CFT (Cross Functional Team) meetings.
 - Drafting/Preparing various reports on monthly & quarterly basis.
- Monitored end-to-end site procurement activities and ensuring adherence to the quality systems with compliance to the high-quality standards and maintained requisite documents for the same.
- Identified and developed vendors for the right sourcing & evaluating vendors performance in terms of quality, delivery and service for achieving cost effective purchases of raw materials; approve purchase orders for supply & work orders for services.
- Evaluated the preparation of Purchase Orders (PO) in accordance with the selected vendors, price & technical specifications, ensuring timely closure of pending POs.
- Administered the activities pertaining to the shipments and assured optimum inventory levels for achieving cost savings without hampering the project process and preparing reports for the same.
- Process Team Appraisals, review and approve internal team members appraisal end of the year, based on the set Objectives, SLA/KPI and target achievements. Highlight and recommended on promotion or training plans for the staff, as and where necessary.

TECHNICAL SKILLS



ERP & Apps: Oracle 2013, Oracle Discoverer, Maximo, MS Dynamic 365



Office Utilities: MS Office 2013 & 2007



Operating System: Windows 2013

PERSONAL DETAILS

Date of Birth	:	11-April-1983
Religion	:	Christian (Catholic)
Nationality	:	Indian
Marital Status	:	Married
Dependents	:	04
Languages	:	English, Hindi & Marathi
Mobile	:	+971 50 2858380
Driving License	:	Yes