

# Renu Sasidharan

Contact Number: +971 0528106160 (UAE)

E-mail Id: [kn890183@gmail.com](mailto:kn890183@gmail.com)

## Procurement & Logistics

To enhance my skill set by working in a challenging and competitive environment while at the same time contributing to the growth and progress of the organization and to put in best efforts towards mutual growth.

---

### PROFILE SUMMARY

---

- Results-proven **Procurement & Logistics Area with diversified and progressive 13+ years exposure in the Field of Procurement**, order expedition activities, vendor development, vendor evaluation and material control for EPC projects.
- Facilitate the shipping of products from one destination to another
- Manages activities throughout the order fulfilment and transportation cycle to make sure established deadlines are met
- Streamlines shipping and transportation processes
- Provide comprehensive logistical support daily for both inbound and outbound shipments, including verifying safety procedures and overseeing quality assurance
- Work to improve the logistics process by negotiating with suppliers and customers, increasing efficiency, reducing unnecessary steps, and creating innovative solutions for logistical issues.
- Analyze the financial impact of logistical processes and proposed changes to determine maximum efficiency in terms of routing, transportation modes, and resources while continuing to meet customer requirements.
- Expertise in handling procurement activities independently from order RFQ stage till material reaches site
- Co-coordinating with concern teams of internal and external to ensure correct material reaches site within time
- Created and presented an excellent image of the company and its services to customers, coordinated and communicated well with clientele and management at all levels.
- Exhibits knowledge of state and federal regulations for importing and exporting goods
- Maintain detailed and accurate logistics data for daily, weekly, and quarterly reports including usage metrics, customer issues and resolutions, training records, work logs, and schedule documentation.
- Sound experience in analysing material requirement, planning and control
- Specialized in preparing comprehensible cost comparison sheet summarizing all price offers and narrowing the various options to decide on the best one
- Skilled in freezing General conditions of Purchase in the Purchase Order/Subcontract orders according to the diversified procurement/contract strategies
- Dealing with world renowned vendors from Europe, Asia, USA, Australia & Korea.

---

## CORE COMPETENCIES

---

- STRATEGIC INDUSTRY MANAGEMENT
- RELATIONSHIP MANAGEMENT
- CATEGORY MANAGEMENT
- PROJECT MANAGEMENT
- RESULTS-FOCUSED
- NEGOTIATION SKILLS
- PROFESSIONALISM

---

## ORGANISATIONAL EXPERIENCE

---

### **Asst. Manager- Purchase & Logistics**

**KAEFER**

***KAEFER Kuwait General Trading & Contracting Co. W.L.L***  
***Kuwait***  
05/2014 – 10/2020.

***Company: KAEFER works in a wide variety of industries. From oil, gas, energy and pharmaceuticals to mining, marine and construction since 1918.***

**Projects:** KNPC – NLTF & CFP, KOC -LFHOD, KIPIC- AL Zour

### **Job Profile & Responsibilities: -**

- Handling all the Procurement activities from Technical Bid Evaluation, Reviewing Quotations and placing Purchase orders till Delivery of Project materials and Equipment's as per contract specification.
- Communicate with various other departments as needed to create comprehensive schedules for business processes such as sales appointments, shipping, and accounting tasks.
- Responsible for all the activities related to Procurement, Stores, Assets & Logistics in Kuwait Operations.
- Procuring Budget materials as per the Budget mostly from Overseas Market.
- Allocate Materials as per the Client Specification & requirements.
- Coordinating with Client for technical clarification for the Material.
- Accountable for the follow-up of all the Procurement Activities, technical Bid, Reviewing Quotation, Placing of Purchase Orders, regular follow up with Vendors to evaluate the Procurement progress, expediting till delivery of the Equipment's
- Arranging Project, OPEX and CAPEX material as per requirements and specifications getting approval from QA/QC department by providing necessary document like MSDS and test certificate. Negotiate with vendor accordingly also preparing a comparison statement between the quotations from various vendors and get approval from management. Also prepare Capex reports explaining amount spent for high value items such as plant and equipment purchased to Senior Operations Manager / Directors. This reporting includes, amount spent, balance outstanding, approvals for CAPEX.
- Evaluate, negotiate, establish, and execute contracts for Sales and Purchasing agreements, Sub-contract agreements, Consulting agreements, Distribution agreements.
- Procurement and Expediting of all Project Spare Parts required for Projects.
- Responsible for Client co-ordination, interfacing and communication of project objectives,
- Engineering review and development, develop and monitor agreed project execution plans

- Project Control and Project Contracts
- Imparting technical orientation to fresh Trainee Engineers and New Joiners etc.
- Controlling all the Assets of the Company.
- Coordinating with clearing agent for smooth clearance of all the material including chemicals & machineries.
- Developing reports on procurement and usage of material for top management.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Liaison with the production department to maintain optimum inventory.
- Responsible for appropriate documentation & completion of procedures for purchase receipts / returns etc.

### **For Vendor Development**

- Effective management of vendor database.
  - Development of new vendors.
  - Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
  - Timely clearance of payments & handling vendor inquiries.
- 

### **Senior Procurement Officer**

**KAEFER LLC**  
**Abu Dhabi, UAE**  
 10/2010 – 05/2014.



***Company: KAEFER works in a wide variety of industries. From oil, gas, energy and pharmaceuticals to mining, marine and construction since 1918.***

**Projects:** GASCO, ADMA, ADCO, E mal, Borouge, ADGAS, TAKREER, SAMSUNG, NPCC, Petrofac etc....

### **Job Profile & Responsibilities:**

- Responsible for procurement of all materials (Insulation, Painting, Scaffolding, Mechanical, Electrical, chemicals, Consumables etc.) Expediting, Customs, Clearance & Delivery.
  - Preparing documents for Duty Exemption projects like RRE-1, RRE-3 & TAKREER.
  - Compliance with company policies safety & quality standards.
  - Responsible for arranging services to all Subcontractors.
  - Knowledge of INCO terms
  - Total Control of Stores, preparing material requisition (MR), Executing of requisition in the form of Purchase Order, receiving material (MRR), preparing delivery notes & allocating the materials to the required site.
-

## **Procurement Officer**

**C.A.T INTERNATIONAL QATAR W.L.L**

01/2005 – 12/2008.

***Company: The C.A.T. Group is a world leader in the contracting industry serving a wide spectrum of sectors such as the Oil & Gas, Energy, Utilities, Civil, Infrastructure and Buildings***

**Projects:** WEST BAY DISTRICT COOLING SYSTEM (CLIENT: PARSONS INTERNATIONAL LTD)

### **Role & Responsibilities: -**

- Provide reports on procurement activities & commitments
- Maintain records of order placed, follow ups, due dates
- Arrange delivery as per requirement of work order so that site will not suffer non availability of materials
- Ensure efficient service with timely delivery of materials.
- Procuring all kinds of engineering items such as Heat Exchangers, all kinds of valves, C.S pipes, B.S Pipes, Tees, Flanges, Elbows, Reducers, Couplings, Pipe Insulations, Different kinds of Valves, Angle
- bars, U- Channels, Tools....Analyse market for the price variation and delivery conditions to determine the future availability of the material.

---

## **ACADEMIC DETAILS**

---

### **BSc-Physics**

Kerala University, Kerala India

---

## **IT SKILLS**

---

- Excellent knowledge in ERP/SAP.
- MS Office: MS Word- Power Point-Excel.



---

## **TECHNICAL SKILLS & CERTIFICATIONS**

---

- Data Preparation & Computer Software from National Council for Vocational Training
- IMS awareness training for ISO 9001, ISO 14001 & OHSAS 18001 from TUV ME
- Internal Auditor Training – ISO 45001:2018 TUV NORD
- Lean Management Training
- Project Governance Training



---

## PERSONAL PROFILE

---

Address : Nandanam, Mangaram,  
Konni P.O, Pathanamthitta, Kerala, India

Marital Status : Married

Passport Number : U3367968 (Exp: 06/07/2031)

Driving license : **UAE, Kuwait & India.**

Driving License - No : 2086092 (UAE) ,273081304703 (Kuwait)

---

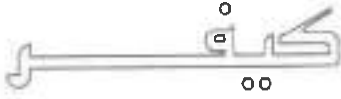
## DECLARATION

---

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

Date:

**(Renu Sasidharan)**



**KAEFER**

Date: 04-10-2020

Ref: KF-EL-20-602

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mr. Renu Sasidharan Pillai**, Indian Passport No: **K1685278** Kuwait Civil ID No.: **273081304703**, KAEFER Employee ID No.: **2364**, has been working in our organization from **15-05-2014** to **05-10-2020** as “**Assistant Manager – Procurement & Logistics**”. During this tenure, his services have been found satisfactory.

We wish him all the best for his future endeavors.

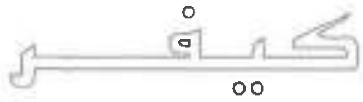
For KAEFER Kuwait

**George Michael Dsilva**  
**Manager-HR & Administration**



**R. Anoop**  
**Asst. General Manager**

cc: Personal file



**KAEFER**  
When it counts, count on us

Ref.: 20UL-ADM-0714

Emp. ID: 2364

16 September 2020

### SERVICE CERTIFICATE

This is to certify that Mr. Renu Sasidharan Pillai (Indian Passport No. K1685278) worked with us from 12 October 2010 to 14 May 2014. His designation while leaving the Company was Sr. Purchase Officer.

His performance, attitude and behavior are highly regarded by the company and we wish him all the best in his future endeavors.

For KAEFER L.L.C.

Madan K. Puri  
Manager- Administration



Amar Hari Deshmukh  
General manager

KAEFER L.L.C.  
P.O. Box : 28803  
Abu Dhabi  
United Arab Emirates  
Phone | +971 2 55 44 511  
Fax | +971 2 55 44 525  
[www.kaefer-me.com](http://www.kaefer-me.com)  
[www.kaefer.com](http://www.kaefer.com)

كايفر ذ.م.م.  
ص.ب. : ٢٨٨٠٣  
ابوظبي  
الإمارات العربية المتحدة  
هاتف | +٩٧١ ٢ ٥٥ ٤٤ ٥١١  
فاكس | +٩٧١ ٢ ٥٥ ٤٤ ٥٢٥  
[www.kaefer-me.com](http://www.kaefer-me.com)  
[www.kaefer.com](http://www.kaefer.com)



كات أنترناشنال قطر ذ.م.م  
C.A.T INTERNATIONAL QATAR W.L.L

**TO WHOM IT MAY CONCERN**

This letter serves to confirm that **RENU SASIDHARAN PILLAI** was employed by **CAT INTERNATIONAL QATAR W.L.L** in the capacity of a **PURCHASING OFFICER** from Jan 2005 to Dec 2008

We found the above employee to be competent, of sober habits with a good time keeping record .We would not hesitate to recommend him for future employment and wish him well for the future.

With best wishes



*Nazih Najem*  
Nazih Najem  
Administration Manager

Contact Address:  
P.O.Box 24794 Doha, Qatar  
Tel: +974- 4383810 Fax: +974- 4383877  
C.R. No: 29637 – Paid-up Capital QR 1,000,000  
Member of C.A.T Group

E-mail: [catqatar@gmail.com](mailto:catqatar@gmail.com) Website: [www.catgroup.net](http://www.catgroup.net)

العنوان:  
الدوحة - قطر 24794 ص.ب.  
تليفون: +974-4383810 - فاكس: +974-4383877  
سجل تجاري: 29637 رأس المال المدفوع 1.000.000 أ.ر.ق  
أحدى شركات مجموعة كات





# CERTIFICATE

of  
Successful Completion

**Renu Sasidharan Pillai**

**Occupational Health & Safety Management Systems  
ISO 45001:2018 Awareness & Internal Auditor Training**



Date: 04th & 05th July 2020  
Ref. No: 79366  
Issued from: Abu Dhabi, UAE

A handwritten signature in blue ink, appearing to read "Shibu Davies".

Shibu Davies  
General Manager

# CERTIFICATE

This is to certify that

**RENU SASIDHARAN**

Has successfully completed

**Integrated Management System  
ISO 9001:2015, ISO 14001:2015  
OHSAS 18001:2007  
Internal Auditor Course**

**Conducted by TÜV Middle East**

Venue: Kuwait

Date: 13th - 14th July 2017

Ref. No. TUVME/IM72599/10th May 2018



**Ravi Sankar  
Trainer**



**Shibu Davies  
General Manager**

