

Raju Somarajan

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PROCUREMENT/ PURCHASING

Presently working as Sr.Purchase Officer/Inventory Control in Beaver Gulf Contracting Co. Dubai . U.A.E

Career objective

- ◆ To become a part of challenging, creative, growth oriented development team and deliver significant competitive advantage to the company through generation and management.
- ◆ 12 Years of professional experience and expertise in Purchasing/Procurement and Warehousing/Inventory Fields.

AREAS OF EXPERTISE

PURCHASING/PROCUREMENT

- ◆ Purchase Planning
- ◆ Demand forecasting
- ◆ Global Sourcing
- ◆ Monitor Procurements with Operating budgets
- ◆ Payment Terms of Supplier
- ◆ Negotiating
- ◆ Knowledge of MEP/CIVIL/STEEL STRUCTURE/JOINERY/Materials
- ◆ Expert in ERP Solution.

WAREHOUSING/INVENTORY CONTROL

- ◆ Implement Warehouse Procedures
- ◆ Manage & Motivate Warehouse Staff
- ◆ Systematic Analysis of daily discrepancy reports
- ◆ Reconciliation of Expenses
- ◆ Develop performance & quality improvement systems

Professional Experience



Company Name : Penguin Engineering Ltd, LLC

Industry : MEP

Position Title : Senior MEP Purchaser/Procurement

Date Joined : From May 2008 to April 2013

About the company:

Penguin Engineering has established itself as a leading MEP business over 30 years of successful operation. Mechanical and Electrical, Air Conditioning, Fire Fighting, Data and Telephone, Maintenance and after sales support.

Projects Executed:

- ❖ Industrial Projects/Commercial Projects/Hospitality Projects/Financial Projects

Professional Experience



Company Name : Beaver Gulf Contracting Co.

Industry : Construction

Position Title : Sr. Purchase Officer

Date Joined : From Jan 2014 to Present

About the company: <https://www.beavergulf.com>

*Beaver Gulf, the symbol of 'Quality Management' is a highly reputed Project Management Group, with diversified interests in Contracting, (Civil, Interior Design/Decoration etc.). In past, we were associated with many prestigious projects for Government and Semi government organizations like **Dubai Municipality, NSHAMA, ANOC Distribution, Emirates General Petroleum Corporation, EPPCO, Ministry of Public Works, Emirates Bank International, Etisalat, DEWA, FEWA, DOHMS, Emaar Properties, Dubai Properties** and many other consultants & architects of international repute **across the region**. We are certified for Multiple International standards such as ISO 9001 (Quality), ISO 14001 (Environment), OHSAS 18001 (Health and Safety) and ISO 26000 (Corporate Social Responsibility).*

Projects Executed:

- ❖ Construction of ADNOC Petrol Stations in all over U.A.E
- ❖ Power Stations/ Residential Buildings/ Community/Hotels Projects
- ❖ Community/Hotels Projects/ Commercial Projects/Leisure/Retails

Roles and Responsibilities

- ❖ Collecting Purchase Requisition from the different Project and taking approval from the Management.
- ❖ Sending Enquiries to the proper suppliers for the price and Prepare LPO with details and send to the suppliers.
- ❖ Obtain quotations and negotiate for the best price and prompt delivery.
- ❖ Maintain effective relationships with existing suppliers and negotiation with short listed/selected suppliers and provide high level customer service ethic.
- ❖ Arranging required materials on timely manner.
- ❖ Order administration including raising orders and tracking deliveries.
- ❖ Sales analysis and stock control and follow-up delivery of orders.
- ❖ Bargaining with suppliers in Quotation price and discuss about the payment terms with suppliers
- ❖ Arrange necessary steps for the Delivery terms and Transportation
- ❖ Discuss the details with concerned department and management authorities

- ❖ Delivery Notes and POs sending copies to Accounting and Store Department for further Steps.
- ❖ Analyzing the work monthly and weekly and send reports to concerned department
- ❖ Notify the project manager, project engineers, site engineers and supervisor for materials received from direct suppliers.
- ❖ Check the available materials in the stock file and take off the available with the require quantity of the project to come up with the balance material for procurement.
- ❖ Submit report to Material Engineer the lists of material in the minimum stock for procurement planning and preparation, especially fast moving items.
- ❖ Review the inventory list and create reports for the less quantity for purchase.
- ❖ Assist the Purchasing Manager in all company direct and indirect purchases and support the company short and long term group purchasing strategies for the organization.
- ❖ Evaluate suppliers based on cost, quality, service, availability, reliability, and selection variety.
- ❖ Materials planning in consideration of minimized inventory and impact to production operations.
- ❖ Compare costs and evaluate the quality and suitability of supplies, materials and equipment.
- ❖ Prepare request to Accounts Departments for LC, Cheque, Telex Transfer etc.

Key Achievements

- Developed excellent relationships with suppliers over the years that contributed to the success of the company
- Strengthened Supplier relationship by meeting service level agreements consistently.
- Developed and designed marketing programs to reduce inventory level and to promote new product range.
- Negotiated contracts with key suppliers of Electrical Materials / Plumbing Materials / Mechanical Materials/Building Materials as resulted in a reduction of delivery time, inventory, price etc. The overall material cost reduction resulted in a good saving.

Academic Qualification:

Course	Board	Institution
B.A –Bachelor (Economics)	Kerala State Board	University of Kerala, India
PGDJ (Journalism)	Kerala State Board	University of Kerala,India
DCA -Diploma in Computer Application	Kerala	IIIT,Kerala,India
MBA (Not completed)	Kerala State	IGNOU, India
Diploma in Multimedia	Kerala	Audio Visual Reprographic Center, Kerala, India.

Computer Skill Set:

- ⇒ **Operating Systems** : MS DOS, Windows
- ⇒ **Tools** : MS Word, Excel, PowerPoint, Photoshop etc
- ⇒ **Technology Areas Covered** :
- **Microsoft Navision for Procurement**
 - **Hardware and Networking**
 - **Multimedia**
 - **Tally**
 - **ERP System(E-Promise)**

Personal Details

Father's Name	: K.Somarajan
Sex	: Male
Marital status	: Married
Nationality	: Indian
Date of Birth	: 23-05-1974
Passport Number	: L 4742937
Driving License	: Holding UAE Driving License
Visa Status	: Employment
Visa Expiry	: 01-04-2022

Languages Known

⇒ English, Hindi, Malayalam &Tamil.

References and verifying documentation furnished upon request.

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

DATE:

PLACE:Dubai

Raju Somarajan