

# RESUME

SAILESH.P.L

Perinjanam (P.O)  
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## Academic Qualification

B.Sc. (Mathematics)

## Professional qualification

Diploma in computer application.

Diploma in Materials Management.  
(Completed)

## Training

Effective Purchase procedure & Vendor Evaluation method - Organised by CREDAI.

Effective Materials Management for Construction Companies - Organised by CREDAI.

MDP on Export Procedure & Documentation - Organised by MSME

## Computer knowledge

Windows, Basic, MS-Office, Power Builder, Internet, ERP – Quadra / Construction Management system.

## Work Experience

**A) J Tech Engineers. (A Kerala based company Executing civil building projects for the clients)**

**Designation: Purchase Manager (June 2021 Onwards.....)**

## Responsibilities

- Prepare purchase orders in accordance with company policy and negotiated terms and conditions.
- Vendor evaluation, Assessment & development.
- Forecast procurement needs for the next Quarter
- Physical verification of inventory on monthly basis, MIS Reporting.

**B) Vishraam Builders. (A Kerala based company Executing civil building projects for the clients)**

**Designation: Asst.Manager - Purchase (Oct 2019 - May 2021)**

**Responsibilities**

- Preparation of comparative statement.
- Vendor evaluation, Assessment & development.
- Preparation of letter of intent.
- Overall management of purchase dept.
- Reporting to chief executive officer.

**C) Skyline Builders( One of the largest residential real estate group offers luxury apartments, villas & flats all over Kerala)**

**Designation: Purchase Officer (Dec -2011 – Oct 2017)**

**Responsibilities**

- Procurement of all materials required at projects at right time, right quantity, right quality and right price as per planning.
- Follow up with suppliers of assigned materials for dispatch of the materials as per delivery schedule.
- Vendor evaluation, Assessment & development.

**D) ICON BUILDERS AND DEVELOPERS, A Kerala based company executing prestigious civil building projects for clients.**

**Designation: Materials Officer (Sep 2008 – Dec 2011)**

**Responsibilities**

- Development & selection of new vendors.
- Purchase of all the materials within budgeted cost, Interaction with clients/consultants.
  - Follow up with suppliers of assigned materials for dispatch of the materials as per delivery schedule.
  - Daily co-ordination with other depts. for day to day requirements & fulfillment of the same for material related to the assigned area.
- Documentation of inventory management.

**E) Ahalia Health Care Group- Palakkad.**(A group founded by Dr. V.S.Gopal and NRI based at Abu Dhabi in UAE. The Campus is 1500 Acre in area developed in Kinfra town ship and is situated about 23Km away from Palakkad town. A 300 Bedded Eye Hospital, 300 Bedded Ayurveda Hospital, Children's Home, Public School (CBSC), DARE (Department of Agricultural resources producing company), Ahalia heritage centre are the some of the group concerns functioning in the campus.)

**Designation: Group Materials Officer**

**(Dec 2007 – Sep 2008)**

**Responsibilities**

- Assist Materials Manager in Purchasing
- Negotiate and fix Prices for Regular Supplies.
- Preparation of Vendor's Database
- Preparation of rate comparative statement
- Inventory control

**F) Ariane Tools & Components, Kerala** (A company engaged in the production of **Conveyor Systems** and **Moulds**)

**Designation: Stores Officer**

**(Dec 2005 -- Aug 2007)**

**Responsibilities**

- Monitoring all systems related spare parts department receipt/ issue/ ordering, monthly ordering, monthly reporting and management related report.
- Analysis of minimum stock quantity; actual inventories v/s minimum stock on daily basis, analysis of non-movable parts on monthly basis.
- Inventory control, monitoring the vendor delivery performance.
- Interaction with other departments to co-ordinate for quality, development, accounts & issues related to stores.
- Interlink with workshop manager and core team for spare parts consumptions to create smooth environment between workshop & stores.

**G) Alok Industries Ltd., Gujarat.** (A multi divisional company engaged in the production of Textiles)

**Designation: Stores In- charge - Engineering Spares. (Oct 2000 -- Dec 2004)**

**Responsibilities**

- Computerized maintenance of stores with respect to incoming and out going materials.
- Managing the stores functions of the company.
- Acquainted with regular stock keeping reporting and analysis of inventory movement.
- Preparation of GRN and its routines.
- Indenting and regular follow up.
- Abnormal consumption reporting.

**H) Jai corp. Daman** (A multidivisional company engaged in the production of **plastic jumbo bags**)

**Designation: Stores Assistant. (Jan 1998 -- Oct 2000)**

**Responsibilities**

- Daily Raw materials, Consumables, Intermediaries Status Reporting.
- Keeping of registers like Raw materials, Spares, Intermediaries, Wastage & Stores Inward Register.
- Preparation of GRN and its routines.

**Personal Details**

Date of birth : 30 – 05- 1971  
Sex : Male  
Marital status : Single  
Religion : Hindu  
Languages known : English, Hindi, Malayalam

**(Sailesh.P.L)**

