



# Philip Panicker

Procurement/ Supply Chain/ Logistics  
Manager

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Motivated, results-driven & experienced Procurement/ Supply Chain/ Logistics Manager with over 20 years of extensive and diverse experience. Flexible and versatile thrive in rapidly changing situations & deadline-driven environments, and always remains open to new challenges. Acquired highly developed sets of skills with a proven ability to manage personnel and programs, improve processes, and accomplish objectives regardless of budget cuts and time constraints. Recognized and respected for meticulously decisive processes and operational development prowess that leads to sustained organizational growth. Exceptional communicator, skilled at developing highly productive relationships with vendors, clients/customers, and stakeholders. Demonstrate leadership in communicating business goals, program objectives, and processes for the functional business segment. To secure a position that will utilize my organizational abilities and educational background and be an active part of the company in achieving its goals.

## SKILLS

Project Management   Procurement Management   Supply Chain- Import, Export   Client Relations   Administration  
Contracts Management   Operations Management   Bid Management   Regulatory Compliance   Quality Control  
Process Improvement   Problem Resolution   Records Management   Letter of Credit - Import & Exports  
Demand Planning & Forecasting   Strategic Sourcing   Vendor Management   Spend Analysis   Team Leadership

## WORK EXPERIENCE

### Procurement Manager

AL JIC LLC

01/2021 - Present

Abu Dhabi, UAE

#### Achievements/Tasks

- Managed day-to-day procurement and logistics operations including reviewing procurement plans, following up on procurement progress of materials and services, maintaining vendor list, developing strategies to reduce cost, and negotiating with suppliers for successful execution of projects.
- Analyzed & managed the entire Procurement Process effectiveness from RFP, RFQ, Comparison statements, bids, Vendor selection, Order placement and receipt of material till payment to the vendor.
- Created and prepared Requests for Proposal (RFP), Request for Quotation (RFQ), Commercial Bid Analysis, Purchase Orders, Purchase Order Plans, and RFQ Comparison Statements.
- Involved in the procurement of commodities: Dry, Frozen, Vegetable & Fruits, Dairy, Bakery, Cleaning, Packing Material, Kitchen equipment, and Spare parts.
- Collaborated with technical leads, and performed vendor performance assessments in order to ensure compliance.
- Evaluated and analyzed price trends to identify forecasting demand and minimize purchasing costs.

### Procurement & Supply Chain Specialist

Gulf Craft Inc. LLC

09/2018 - 02/2020

Ajman, UAE

#### Achievements/Tasks

- Reviewed project specifications and vendor quotations to ensure material supplied meet with project requirements
- Management Reporting. Directed continuous improvement of the purchasing process in line with changing organizational needs and market conditions.
- Ensured continuous new addition of Approved Suppliers. Delivered quality material at the best rates & best negotiated Credit limits.
- Participated in meetings between suppliers, engineers, and purchasing representatives to facilitate material substitution, standardization, rework, salvage, and economical procurement of parts/equipment.
- Least Inventory Material planning for a multi-location network of Production centers as per Production Plan. Just in Time Inventory. Ensured non shortage in KANBAN stock.
- Procured SS 316L Fasteners, Plates, Pipes, Fenders, Electricals, Consumables, Sanitary Fittings, Stairs, Spares & Ancillaries.

## WORK EXPERIENCE

### Senior Procurement Specialist

Danem Energy, Oil & Gas Fzco, Jafza

01/2017 - 07/2018

Dubai, UAE

#### *Achievements/Tasks*

- Responsible for overseeing the purchase department activities, placing orders using the ERP system for both local and international orders, drawing up plans for making purchases, purchasing goods and products for the company after scrutinizing the quotations, buying quality products, approving purchases, and maintaining accurate data of purchases.
- Resolved issues, monitored contractual agreements, and reviewed invoices for payment.
- Procured Steel, Piping, Aluminum, Building materials & PPE materials; prepared Sales Quotations; followed up for orders from customers; Price List Management, Cost sheet review, Optimization of workflows.
- Developed requests for quotations; conferred with vendors concerning new products, damaged goods, delayed payments, or related information, and provided recommendations and support to ensure procurement processes are effective.
- Interviewing & developing long-term partnerships with local & foreign suppliers; managing day-to-day supplies performance of vendors to ensure meeting of service, cost, delivery, and quality norms.

### Assistant Manager - Procurement & Logistics

Reintjes Middle East LLC

01/2014 - 11/2016

Dubai, UAE

#### *Achievements/Tasks*

- Liaised with the factory in Germany, project team/managers/customers to update on shipments for upcoming project requirements; possessing in-depth knowledge of customs rules and regulations.
- Reduced volume of non-moving stock by identifying customer requirements and suggesting alternatives.
- Handled all queries and relevant customer complaints. Supervised generation of Quotations in technical compliance to BOM/Drawings. Followed up with customers for POs & offer Status.
- Monitored & guided the team in terms of Procurement, Order Processing, and timely receipts of Order acknowledgments from the factory. Arranged Export & Drop shipments from Factory in Germany to Africa, the Indian Subcontinent, and GCC.
- Established & Liaised with banks for Letters of Credit both Imports & Exports. Expedited & ensured Clean shipping documents are received Prior to the arrival of shipments at destinations.
- Coordinate with factory and vessel for getting update on Order status. Close follow-up with vendors and vessels for timely closure of POs. Provide update for financial accruals towards open records.

### Procurement Executive

Gulf Engineering Industry LLC

12/2006 - 12/2013

Dubai, UAE

#### *Achievements/Tasks*

- Responsible for maintaining complete updated purchasing records and pricing in the system, developing purchase orders and documents in accordance with company policies and procedures, and effectively coordinating with freight services
- Executed monthly procurement of various grades of steel like stainless, Mild, Special Grade, Structures, Deformed Bars, Wire Rod Coils, and Piping material from local and international suppliers.
- Generated Purchase Orders in SAP/R3 and transmitted them to suppliers with Technical delivery conditions. Utilized SAP/R3 for MIS reports and presentation of the same to management. Complied with ISO 9001-2008 procedures throughout the workflow and timely cost allocation and duty exemptions.
- Planning, scheduling, and assigning work considering customer requirements, priorities, and available resources while assuring utilization, efficiency, and absorption targets are met.
- Worked closely with the team members, stakeholders, and vendors to ensure successful project implementation and proactively resolve any project delays, scope changes, or discrepancies.

### Commercial Coordinator

Gulf Analytical

02/2001 - 11/2006

Dubai, UAE

#### *Achievements/Tasks*

- Managed annual International management initiated purchasing with principals in the EU; checked order acknowledgments; documented and maintained operational reports; followed up with Sales, Marketing, Accounts & Finance, Import/Export status with main freight forwarders; resolved operational problems in conjunction with the End-users, Finance Manager or Sales; engaged in preparing sales invoices and purchase orders, and generated reports in Focus 5.
- Researching and evaluating suppliers, negotiating and renegotiating contracts with various suppliers, creating and sending purchase orders, monitoring purchases through the delivery processes; and evaluating the performance of suppliers. Coordinated purchasing activities including researching, identifying, and evaluating vendors for pricing and quality, documenting all purchasing decisions, and completing purchase orders.

## WORK EXPERIENCE

### Commercial Assistant Paramount Greases & Specialties Pvt. Ltd

08/1996 - 12/2000

Mumbai, India

#### Achievements/Tasks

- In charge of ledger maintenance, preparation of weekly stock statements, invoices, and checking Bill of Materials. Generated MIS Reports using JD Edwards's software (IBM AS/400 Client Access). Communicated closely with different packaging and raw material suppliers as well as transporters. Reviewed contractor's mitigation measures and ensured compliance with schedule and milestone dates. Conducted effective individual negotiations at the regional level, prepared compliance reports, helped drive compliance improvements with stakeholders and suppliers, and maintained constant communications with the business lines to inform on key issues and changes. Served as the primary point of contact between clients and project teams throughout the entire project lifecycle.

## EDUCATION

B.Com (Bachelor of Commerce) from Mumbai University, Mumbai, India

P.G Diploma in Supply Chain Management, Welingkar Institute of Management, Mumbai, India

Diploma in System Software from Tata Unisys Ltd., Mumbai, India

## CERTIFICATES

Logistics & Supply Chain Management from Zabeel  
Institute, Dubai

Advanced MS Excel and Data Analysis

## TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook)

Advanced MS Excel, Power Query, Dash Boards & MIS Reports

SAP R/3 MM Module

Orion 10.06

Focus, Zoho

JD Edwards

## PERSONAL DETAILS

<b>Date of Birth</b>	26 / 08 / 1972	<b>Nationality</b>	Indian
<b>Visa Status</b>	Visit Visa Valid till 04.12.2022	<b>Driving License</b>	Valid UAE Driving license with own Car

## LANGUAGES

English	● ● ● ● ●	Hindi	● ● ● ● ●
Malayalam	● ● ● ● ●	Marathi	● ● ● ● ●

## REFERENCES

Available upon request.