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| +971 50 4596946    [priya.kaippally@gmail.com](mailto:priya.kaippally@gmail.com)    Dubai, UAE  LinkedIn  [linkedin.com/in/priya-kaippally](http://www.linkedin.com/in/priya-kaippally)  **Personal details**  D.O.B: 24-09-1976  Nationality: Indian  Marital Status: Married  Visa: On Employment visa  Driving license: UAE license  **Education**:  **Masters**  MBA – Marketing (2012) University of Madras, Chennai, India  **Bachelors** Bachelor of Commerce (1997)  Annamalai University, TN, India  **Diploma** High School Diploma (1994)  Sharjah Indian School, Sharjah, UAE  **Skills**   * Budgeting & forecasting * TCO analysis * Cost Savings * Cost Controlling * Vendor management. * Contract management * Project management * Global market experience |  | **Priya Kaippally**    **Profile** 16 years’ experience in centralised IT procurement and contract management. Expertise in procurement processes from budgeting and forecasting to acquisition and installation for corporates across various countries in the Middle East and Far East.  **Professional Experience**  **IT Procurement & Contracts Manager**  DUTCO Group, Dubai, UAE (Dec 2015 - present)  Reporting to the Head of IT, I liase with various divisional heads and manage central IT procurement for various group companies and five-star hotels and resorts in UAE, Maldives and Seychelles.   * *Contracts*: Negotiating and preparing lease contracts and volume pricing with vendors and principals (HP, Lenovo, Kyocera, AutoCAD, Adobe, Microsoft). * *Budgeting*: Preparing annual IT budgets and forecasts for CAPEX and OPEX expenditures and assessing TCO on various spends and projects. * *Cost Controlling*: Adherence to budgets; generating savings on estimated budgets during execution through renegotiations and alternate sourcing. * *Project Management*: Overseeing project execution and installation from concept to completion.   **IT Procurement Coordinator**  DUTCO Group, Dubai, UAE (Dec 2015 – Dec 2019)   * Procurement: Solicitating quotes for IT supplies and services. Issue purchase orders. * Administration of IT Contracts and SLAs. asset management and stock regulation.   **IT Procurement Coordinator – MEA**  Ed. Zublin AG, (STRABAG Group) Abu Dhabi, UAE  Apr 2012 – Nov 2015  Reporting to the Senior IT Manager, I managed IT procurement for group companies and project offices in the Middle East (UAE, Oman, Qatar and Saudi Arabia), Africa (Tanzania and Rwanda) and Far East (Singapore, Thailand and Malaysia).  *IT Procurement*:   * Forecasting, inventory management, negotiating volume prices with vendors. |
| **Languages**   * English * Tamil * Malayalam * Hindi * French (Intermediate)   **Software**  Proficient in standard software.   * MS Office and Visio * Adobe Acrobat Professional * Adobe Photoshop * Enterprise ERP packages   **Achievements**   * Promoted to IT Procurement & Contracts Manager at Dutco Group after successful completion of contracts and achieving significant cost savings on various projects. * Promoted and transferred to IT Department from my original role of Assistant to MD owing to my contribution in major IT cost savings in project sites. * While on maternity break for a few years I converted a failing family stationary store into a profitable accessories’ boutique.   **Interests**   * Running * Cycling * Hiking   **References**  Markus Burghardt  Senior IT Manager MEA  Ed. Zublin AG, Abu Dhabi, UAE  +971 50 4518299  [markus.burghardt@strabag.com](mailto:markus.burghardt@strabag.com) |  | **Professional Experience (Cont’d).**     * Budgeting: Prepared annual budget for operational IT spends and IT BOQs for project tenders. * Attended Consultant meetings for project requirements   *IT Contracts Administration*   * Preparing contracts based on global contracts (HP, Lenovo, Ricoh, AutoCAD, Adobe, Microsoft) coordinating with the head office in Vienna. * Renewal of IT contracts with vendors. * Compilation of IT Newsletters.   **IT Procurement Coordinator / Office Manager**  Zublin Ground & Civil Engg LLC, Dubai, Aug 2009 –Mar 2012)  Managed office administration, prepared corporate presentations and media publications while continuing my role as central IT procurement coordinator for the region within the STRABAG group.  **Executive** **Assistant to M.D / Office Manager**  STRABAG Dubai LLC, UAE, (Sep 2004 – Nov 2007)  I assisted senior management preparing presentations and reports, marketing brochures, and corporate publications in media outlets. Was the main point of contact for office IT requirements and prepared IT BOQs for IT acquisitions in projects.  **Online Content Producer**  Black Box Inc. (Sep 1999 – Sep 2000)  Content creator for Middle East and UAE pages for a Middle East portal, updating news and current events, monthly editorials, and reviews of regional websites.  **Graphic Designer**  Com Media, Dubai, (Dec 1997 - Sep 1999)  Worked with a team of designers developing websites, ad campaigns, multimedia projects and corporate websites.  **Web Designer / Trainer**  Search Internet Dev. Services, Dubai (Feb 96 – Mar’97)  Designed and updated web sites and conducted trainings on Photoshop, Corel draw and MS Office.  **Software Programmer**  Al Ahli Electrical Trading, Dubai (Apr 1994 – Jan 1996)  Wrote an inventory program in Foxpro. Implemented the system. Performed debugging and system upgrades and customizations. |