

BABU KONDUSAMY

PURCHASE|SOURCING |PROCUREMENT|LOGISTICS

NEARLY ELEVEN+ YEARS OF CAREER PROGRESSION

A result oriented professional with **nearly 11+ years** experience in Materials Planning, Inventory Management, Purchase/ Sourcing/ Procurement, Vendor Development , Logistics & Man Management. Expertise in implementing cost saving measures to achieve substantial reduction in terms of man days, production cost and raw materials. Proficiency in coordinating with the vendors, enhancing their process operations; thereby achieving the required quality level in the supplies. Ensuring material availability at right quantity at right time meeting quality and cost requirements and coordinating in new product development process. Expertise at handling the inventory function, to curtail inventory-holding expenses and adherence to the minimum inventory level to minimize wastage. Excellent communicator with strong negotiation skills having leadership qualities & analytical power.

SKILL SET

Purchase/Sourcing/ Procurement

- ☞ Managing inventory levels for ensuring ready availability to meet procurement & dispatch targets
- ☞ Designing & scheduling material procurement plans for raw materials, process items & maintenance items
- ☞ Coordinating with other departments for material requirement planning, material procurement & purchase planning, ensuring continuous supply at optimum costs
- ☞ Handling sourcing through identification of cost effective vendors/suppliers for procurement with an aim of reducing cost while improving quality & reliability

Vendor Development

- ☞ Identifying and developing alternate vendor source for localisation, achieving cost effective purchases of raw materials with reduction in delivery time and improve consistency in quality
- ☞ Assessing the performance of the vendors based on various criterions such as quality systems, rejections, quality improvement rate and timely delivery

Material/ Stores Management

- ☞ Formulating plans for procurement of spare/tools
- ☞ Interacting with user departments for analyzing the required material
- ☞ Ensuring proper documentation for inwarding of materials spares parts and consumables and check for variances by conducting stock verification
- ☞ Handling the inventory function so as to curtail inventory holding expenses and adherence to maximum and minimum stocking system for various spares and minimize wastage

Logitics (Import/Export)

- ☞ Monitor or tracking the shipment for ensuring the delivery at right time
- ☞ Negotiating with Client regarding Incoterms, L/C terms & Conditions, Insurance, Duties and Taxes
- ☞ Arrangement of Shipping Documents in cordination with Accounts Department for Import/Export.
- ☞ Corodination with shipping agent for clearance of materials from Port.

Quality Assurance

- ☞ Implementing ISO 9001 for quality standards, for maintaining the relevant documents
- ☞ Identifying areas of quality failures and take steps to rectify the system

Man Management

- ☞ Leading/motivating teams ensuring their career development and positive contribution to the company
- ☞ Imparting training to various personnel's, thereby ensuring optimum performance

CERTIFICATIONS ATTAINED

- ☞ Certificate Course on "Electrical CADD" from CADD Centre
- ☞ Certificate Course on "PC Schematic EL Automation" from CADD Centre
- ☞ Certificate Training Programme on "Letter of Credit & Import Export Documentation" from Dubai Institute of Business Management
- ☞ Certificate Training Programme on "Contract and Administration – FIDIC" from "3 Fold Education Centre, Abu Dhabi"

CAREER ABRIDGEMENT

Company: Commodore Contracting Co. LLC – MEP and its Sister Company M/s. Multiplast Factory (PVC Pipes & Fittings Manufacturing).

Location: Abu Dhabi, UAE

Position: MEP Procurement Engineer

Experience: 9 Years (November 2008 to December 2017)

Job Responsibilities:

- ☞ Handling Procurement of all **MEP Service Materials**.
- ☞ Preparation of **RFQ** based on Project Quality & Specification requirements, Specified Vendor List and BOQ received from project's team.
- ☞ Floating RFQ and Follow up with suppliers/subcontractors for their Quotations and Compliance Statement.
- ☞ Negotiating with Suppliers/Subcontractors for price, delivery period, payment terms, technical specification compliance and after sales service based on approved budget for the product/service in adhere to the company policy.
- ☞ Preparation of Comparison Sheet after negotiating with Suppliers/Subcontractors based on received Quotations (Minimum 3 Quotations shall be considered in the comparison).
- ☞ Selection of Supplier/Sub-Contractor and forwarding the comparison sheet for management's approval.
- ☞ Preparation of **LQI** for approved supplier and requesting material technical submittal for consultant's approval.
- ☞ Preparation of **Purchase Order** and Sub-contracts agreement with terms and conditions for the approved supplier/subcontractor by the management and consultant.
- ☞ **Managing Purchase Officers (#3 People)** to arrange the PO for the consumables, Tools and Non-technical products and follow up for the deliveries by coordinating with concern project storekeepers.
- ☞ Arrangement of project's **Procurement Program** based on inputs from project baseline program, delivery period and time period for PO approval & L/C opening.
- ☞ Follow up and remind Project Managers/Project Engineers to comply the Procurement Program for ordering the materials at right time for proper cash flow.
- ☞ **Evaluation of Suppliers/Subcontractors** based on their range of product, previous referral list, interacting with their Client's and getting feedback on their service and quality & service.
- ☞ Identifying and meeting potential suppliers and registering into company database considering their product, quality, product cost and capability
- ☞ Collection of Proforma invoice with all required information like Incoterms, Amount, Country of Origin, Shipment From/To, Delivery Period, L/C Charges, Type of L/C and required documents (i.e, B/L, Packing List, Shipping Certificate, Country of Origin Certificate, Commercial Invoice) as per the agreed terms & conditions during issuing the Purchase Order.
- ☞ Follow up with Accounts Department for the Opening/Amendment of LC.
- ☞ **Arrangement of Freight Forwarder/courier** for collection of shipments, Clearance from Port and Delivery at site.
- ☞ **Monthly inspection of running site for Stock Report, Store Issue Voucher and Material Receipt Note.**
- ☞ **Coordinating with suppliers and solving the problem related to deliveries, payment issues, material quality issue and wrong delivery.**

Projects Handled:

- ☞ International Petroleum Investment Company Headquarters, Consultant – W.S. ATKINS, Abu Dhabi.
- ☞ Seba Tower, Consultant – G.A. Architects and Engineering & Morganti, Abu Dhabi.
- ☞ Residential Villas at Khalifa city A and B, Abu Dhabi.
- ☞ Labour Accommodation for Commodore Contracting Co. L.L.C, Mafra Abu Dhabi.
- ☞ Saraya Tower (3Basement + 43 storey building), Abu Dhabi.
- ☞ Complex Villas for Sheikhha Wadima Bint Said Bin Shakhbut Al Nahyan, Al Ain
- ☞ Al Jowhara Tower, Abu Dhabi Corniche.
- ☞ SKMC Dialysis Centre, Abu Dhabi
- ☞ Burjeel Medical City, Mussafah, Abu Dhabi
- ☞ Leaf Tower, Reem Island, Abu Dhabi
- ☞ Emergency Response Centre, Ruwais.
- ☞ Al Bateen Tower, Jumeirah, Dubai
- ☞ Akoya 550 villas – Dubai
- ☞ Akoya Oxygen Villas – Dubai
- ☞ Al Habtoor Dragone Theatre Project, Dubai
- ☞ Al Habtoor Polo Club Project, Dubai
- ☞ Intercontinental Hotel, Fujairah

Company: Smart Automation Energy LLC, Dubai, U.A.E

Position: Procurement Engineer

Location: Dubai, U.A.E

Experience: 2+ Years (July 2018 to October 2020)

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Date of Birth: 19th Jan 1987

Job Responsibilities:

- ☞ Handling procurement of **MEP Services, HVAC Retrofit, Energy Saving Products, Solar PV and BMS Services**
- ☞ Preparation of **RFQ** based on Project Quality & Specification requirements, Specified Vendor List and BOQ received from project's team.
- ☞ Floating RFQ and Follow up with suppliers/subcontractors for their Quotations and Compliance Statement.
- ☞ Negotiating with Suppliers/Subcontractors for price, delivery period, payment terms, technical specification compliance and after sales service based on approved budget for the product/service in adhere to the company policy.
- ☞ Preparation of Comparison Sheet after negotiating with Suppliers/Subcontractors based on received Quotations (Minimum 3 Quotations shall be considered in the comparison).
- ☞ Selection of Supplier/Sub-Contractor and forwarding the comparison sheet for management's approval.
- ☞ Preparation of **LOI** for the approved supplier and requesting material submittal for client's approval.
- ☞ Preparation of **Purchase Order** and Sub-contracts agreement with terms and conditions for the approved supplier/subcontractor by the management.
- ☞ **Evaluation of Suppliers/Subcontractors** based on their range of product, previous referral list, interacting with their Client's and getting feedback on their service and quality & service.
- ☞ Identifying and meeting potential suppliers and registering into company database considering their product, quality, product cost and capability related to energy saving.
- ☞ Collection of Proforma invoice and follow up with accounts for opening/amendment of L/C facility.
- ☞ Arrangement of Freight Forwarder/courier for collection of shipments, Clearance from Port and Delivery at site.
- ☞ **Arrangement of Inventory Report by verifying the Physical Stock, Store Issue Voucher, Material Receipt Note, Inventory Forecasting, Return and Defective Materials, Spare Parts by coordinating with site store keeper.**
- ☞ **Coordinating with International Suppliers for arrangement of RMA (RETURN MERCHANDISE AUTHORIZATION) for returning the defective materials covered under warranty.**
- ☞ **Coordinating with suppliers and solving the problem related to deliveries, payment issues, material quality issue and wrong delivery (if any).**

Projects Handled:

Energy Saving Projects:

- ☞ Wasl Buildings Retrofit Project, 230 Buildings Energy Saving, Dubai, U.A.E (**Under M/s. Etihad ESCO (DEWA)**)
- ☞ Seven Tides Building Retrofit Project, 22 Buildings Energy Saving Dubai, U.A.E (**Under M/s. Etihad ESCO (DEWA)**)
- ☞ HVAC Optimization @ SCB, Bahrain
- ☞ NPCC Office
- ☞ Dubai Municipality Al Garhoud Retrofit Project.
- ☞ SCB Head Quarters, Dubai
- ☞ Al Seef Tower, Dubai, U.A.E

IT SKILLS

- ☞ Well versed with Windows 98/ 2000, XP, C, C++ and MS Office Suite (Word, Excel, Outlook, Teams, Sharepoint and PowerPoint)

EDUCATIONAL CREDENTIALS

- ☞ B.E Electrical and Electronics Engineering, Anna University, Tamil Nadu, India, Year: 2004 to 2008