



# MIDHUN JAYAKUMAR

## PURCHASE MANAGER



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Road Olanad, Pin: 683517  
Varappuzha, Kerala, India

## AREAS OF EXPERTISE

- Procurement
- Strategic Sourcing
- Vendor Management
- Supplier Evaluation
- Negotiation
- Cost Reduction
- Purchase Order Management
- Attention to Details
- Team Work
- Inventory Control
- Contract Management
- Supply Chain Coordination
- Time Management
- Technical Procurement
- Engineering Specifications
- Project-Based Purchasing
- Communication
- Compliance & Supplier Audits

## COMPUTER SKILLS

- Tally ERP 9
- Auto Cad
- SAP
- Swift Business
- MS Word
- MS Excel
- MS PowerPoint

## CAREER OBJECTIVE

Results-driven Procurement Professional with over 12 years of experience in strategic sourcing, vendor management, and technical procurement across multiple industries. Expertise includes managing complete procurement cycles, from RFQ/RFP processes and BOM costing to supplier evaluation and contract negotiation. Proven ability to align purchasing strategies with business objectives to enhance efficiency, reduce costs, and ensure timely project execution. Skilled in collaborating with cross-functional teams, navigating ERP systems, and handling import/export and compliance documentation. Recognized for optimizing supply chain operations and fostering strong, long-term supplier partnerships in fast-paced, high-demand environments.

## WORK HISTORY

### PURCHASE MANAGER | Feb 2023 - Feb 2025

O'BRIEN BOILER SERVICES PTY LTD, AUSTRALIA (REMOTE - COCHIN)

- Identified cost-saving opportunities and implemented strategies that resulted in a savings of AUD 1,00,000 over one year.
- Managed the procurement of boiler systems, components, and installation-related materials from various local and international vendors.
- Oversaw the complete purchasing cycle from inquiry to delivery, ensuring timely supply of materials.
- Handled large-volume purchasing requirements for industrial boiler components and accessories.
- Coordinated with engineering and operations teams to understand material specifications and requirements.
- Monitored inventory levels and ensured optimal stock to prevent delays in supply and project execution.
- Processed and verified purchase orders, invoices, and delivery notes for accuracy and compliance.
- Handled high-volume purchases of boiler parts, valves, and machined components for industrial applications.

### PURCHASE MANAGER | Mar 2019 - Oct 2022

FUNRIDERS LEISURE & AMUSEMENT PVT LTD, COCHIN, INDIA

- Evaluated and selected suppliers based on product quality, pricing, and delivery timelines.
- Improved on-time delivery rate to 98% by optimizing supplier selection and follow-up processes.
- Achieved a 20% reduction in lead time by streamlining order processing and enhancing vendor communication.
- Successfully implemented a centralized documentation system, increasing procurement efficiency by 30%.
- Maintained a 100% compliance rate with internal audit standards for procurement documentation and processes.
- Verified goods received against purchase orders and resolved discrepancies.
- Processed purchase requests and tracked orders from placement to delivery.
- Enhanced RFQ processing turnaround time by 40%, enabling faster decision-making and order placements.
- Scheduled deliveries to align with project needs and avoid overstocking.

## EDUCATION

**2011 - 2012**

### POST DIPLOMA IN PRODUCT DESIGN

Keltron Advanced Design Centre,  
Cochin, India

**2007 - 2011**

### DIPLOMA IN TOOL & DIE ENGINEERING

GTTI, Coimbatore, India

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil
- Kannada (Beginner)

## PERSONAL INFO

Nationality : Indian  
D.O.B : 08-04-1989  
Gender : Male  
Marital Status : Single  
Passport No : Y 5583776

## REFERENCES

Available Upon Request

## HOBBIES

- Music
- Travelling
- Movies

- Participated in supplier meetings and factory visits when required.
- Reviewed quotations and negotiated pricing with suppliers to meet budget constraints.
- Updated the team on any changes in lead times, order status, or material availability.

### SENIOR PURCHASE ENGINEER | Aug 2018 - Feb 2019

ZAHORANSKY MOULDS & MACHINES PVT LTD, COIMBATORE, INDIA

- Reviewed technical drawings and specifications to determine material requirements.
- Identified suitable suppliers based on project needs and company standards.
- Prepared detailed request for quotations and shared them with selected vendors.
- Placed purchase orders and monitored them through the entire procurement cycle.
- Coordinated with engineering and production teams to confirm item specifications.
- Resolved issues related to delays, shortages, or quality discrepancies.

### SENIOR PURCHASE ENGINEER | May 2017 - Jul 2018

SUNPOWER GEN SYSTEMS & SERVICES LLC, DUBAI, UAE

- Handled documentation for import/export transactions where applicable.
- Ensured timely delivery of materials to meet production or project schedules.
- Participated in internal meetings to plan for upcoming procurement requirements.
- Maintained accurate records of purchases and supplier communications.
- Evaluated vendor performance and recommended improvements or replacements.

### PURCHASE ENGINEER | Jan 2013 - Dec 2016

CHITHANYA TECH, COIMBATORE, INDIA

- Analyzed production plans and coordinated with departments to identify material needs.
- Prepared item lists and gathered technical specifications for procurement.
- Contacted suppliers to request pricing, availability, and delivery terms.
- Reviewed supplier quotations and selected suitable vendors based on multiple criteria.
- Issued purchase orders after finalizing terms and ensured internal approvals.
- Monitored order status and followed up to avoid delays in delivery.
- Maintained records of orders, invoices, and vendor communications.
- Worked with stores and quality teams to verify received materials.
- Coordinated with vendors to resolve any material rejections or shortages.
- Participated in meetings with project and production teams to forecast requirements.

### TRAINEE | Aug 2010 - Aug 2011

SUNDARAM CLAYTON (TVS GROUP), HOSUR

- Observed and supported daily operations in the production and assembly units.
- Assisted senior engineers in monitoring machine operations and workflows.
- Participated in quality checks of components and parts under supervision.
- Collected data related to production output and documented it for review.
- Learned standard operating procedures and followed safety protocols.
- Provided support during routine maintenance and tool changeover activities.
- Attended training sessions on manufacturing processes and equipment handling.

## DECLARATION

Hereby declared that the above particulars of facts and information stated are true, correct and complete to the best of the belief and knowledge.

MIDHUN JAYAKUMAR