

**CHAISE JAYAPRAKASH (CPSM)**  
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**Looking forward to challenging and result oriented roles.**

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### **CORE COMPETENCIES**

- **A Certified Professional in Supply Management (ISM-USA), with nearly 5 years of experience in *Procurement*.**
- Strong networking skills to maintain large pool of vendor/suppliers.
- An effective communicator with strong people management and analytical skills.
- Deft in implementation of cost control plans and maintain accurate records of purchases and pricing.
- Strong negotiation skills to ensure best deals within the budget.
- Organized team player.
- Competent in market research to track price trends and updating the vendor list.

### **ORGANISATIONAL EXPERIENCE**

**M/s. CDR CONTRACTING L.L.C, DUBAI, UAE**  
**Project Coordinator**

(21<sup>ST</sup> February, 2016 – 30<sup>th</sup> June 2018)

#### **Key Result Areas**

- Ensure that all projects are delivered on-time and within scope.
- Coordinating project schedules, resources, equipment and information.
- Liaising with clients to identify and define project requirements, scope and objectives.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Oversee project procurement, networking and vendor/supplier relationship management.
- Monitor project progress and handle any issues that arise.
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure to meet company policies.
- Track and analyze project performance, cost performance, schedule and report to the management on the changes project scope, project schedule, and project costs, being able to suggest the improvements to all the above.
- Attending and arranging meeting with project team and client.
- Keep all members of the team up-to-date with current project status.

## **M/s. INDIA GLYCOLS LTD., NOIDA.**

### **Procurement Officer.**

(4<sup>th</sup> June 2012 – 31<sup>st</sup> July 2015)

#### **Key Result Areas**

- Responsible for networking and vendor/supplier relationship management.
- Collaborate with key persons to ensure clarity of the product/service's specifications and expectations.
- Meeting establishing cost parameters and budgets for purchases.
- Ensure maintenance of company policies.
- Maintain accurate records of purchases and pricing.
- Maintain and update list of vendors/suppliers.
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options.
- Prepare and report vendor/supplier comparison chart.
- Negotiate the best deal for pricing and formulating contracts.
- Ensure that the products and supplies are of high quality.
- Working with team members and Procurement Manager to complete duties as needed.

## **INTERNSHIP**

### **Ernst & Young Ltd., Gurgaon.**

Intern. (Feb 2011 – May 2011)

**Project:** **A Report on Determining the Investment Attractiveness of Oil & Gas Industry in India**

**Project Description:** The project aimed at conducting in-depth study on Oil & Gas Industry in India by identifying the organizational structure of the sector which was divided into 3 segments i.e. Upstream (Exploration & Production), Mid-Stream (Storage & Transportation) & Downstream (Refining & Production) and the key players. It involved instructions on various regulations & policies which added to the complexities of the Indian Oil & Gas Sector. The main objective was valuation of various players in this sector using various tools such as multiple analysis, CAPM & DCF analysis) determining whether the company was overvalued or undervalued and thereby depicting the investment attractiveness of its stocks.

## **IT SKILLS**

- Well versed with MS Word, MS Excel, Power-Point and SPSS

## **EDUCATION**

- **CPSM from ISM-USA.**
- **MBA from IBS, Hyderabad**(ICFAI Business School) in 2012
- **BACHELOR OF SCIENCE** from **JIWAJI UNIVERSITY**, Gwalior in 2010
- **12<sup>th</sup>** from **Bal Bharti School CBSE**, Haryana in 2006
- **10<sup>th</sup>** from **St. Thomas School CBSE**, Haryana in 2003

## **EXTRACURRICULAR ACTIVITIES /ACADEMIC ACCOLADES**

- Successfully won Inter B-School Badminton Championship (Doubles) at IBS, Hyderabad
- Achieved Runner-up position in Inter B-School Badminton Championship (Singles & Doubles) IBS, Hyderabad
- Significantly participated in various cultural and co-curricular activities at IBS
- Holds the credit of organizing several events including AVEG and TRISHNA (Biggest Inter B-school Competitions) held at IBS Hyderabad

## **PERSONAL DETAILS**

**Date of Birth** : 1<sup>st</sup> March, 1988  
**Current Address** : House No. 494, Sector-6, Bahadurgarh, Haryana-124507  
**Permanent Address** : House No. 494, Sector-6, Bahadurgarh, Haryana-124507  
**Passport no** : Z-3445777  
**Languages Known**: English, Hindi, & Malayalam.