**RESUME**



**PRADEEP KUMAR K.S.**

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**OBJECTIVE:**

A highly dedicated multi tasked professional with 9 years of experience in purchasing seeking a position where my procurement skills will be effectively utilized.

**WORKING SKILLS:**

* Excellent negotiation, organization, communication, and time management skills.
* Excellent skills in handling correspondence and ability to communicate effectively and professionally across multiple departments and all levels of management.

**EMPLOYMENT HISTORY**:

**PURCHASE OFFICER - DAWOOD CONTRACTING CO. LLC – MUSCAT (2016-PRESENT)**

* Projects handled – ROP/RCA/AL MEERA/SALALAH RESORT/LNG/Oman Aviation etc.
* Prepares requests for quotes and proposals, including precise specifications, supporting spreadsheets, comparisons, recommendations, and issuing purchase orders.
* Provides liaison services between suppliers and departments for order status, procurement procedures, and problem resolution, researches sources of supply; advises departments on cost effective alternatives.
* Arranges for technical evaluation of all bids received and carries out commercial evaluation with reference to price, delivery, payment terms etc.
* Responsible for drafting and reviewing contract, agreements with for sub-contractors /suppliers/services provider’s and other documents related to purchasing activities
* Responsible for MAS submittal & coordination between planning, projects, consultant & client.
* Following up material delivery, stock maintenance, stock reporting etc.
* Effectively handling invoices and delivery orders against material delivery.
* Handling payroll and petty cash and submit statements to accounts department.
* Responsible for ISO audit in procurement department.

**PURCHASE OFFICER-DOHA PEST CONTROL & CONTRACTING, QATAR (2013-2016)**

* Manage the day-to-day activities and provide administrative support to the top management.
* Independently handling internal and external correspondence effectively.
* Drafting letters, memos, agenda, effectively.
* Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments according to the company processes.
* Responsible for vehicle maintenance, repairs, service, insurance renewals etc.
* In charge of facility services like security, housekeeping and building maintenance.
* In charge of executing purchase order, vendor and material management etc.
* Following up material delivery, stock maintenance, stock reporting etc.
* Preparing cost comparative statement, supplier over dues, etc.
* Effectively handling invoices and delivery orders against material delivery.
* Handling payroll and petty cash and submit statements to accounts department.
* Responsible for ISO audit in procurement department.

**ADMIN & PURCHASE OFFICER – A.TOSH & SONS (I) LTD. COIMBATORE- (2012-2013 June)**

* Responsible for the entire administrative tasks of the office.
* Responsible for handling correspondence, generating reports and documents.
* In charge of facilities management such as security, transport, housekeeping, etc.
* Building maintenance, managing utility services like water, electricity, repairs,etc.
* Liasoning with govt. departments for smooth running of the office.
* Monitoring staff movements, purchase, stores, etc.
* Handling employee files, leave details, timesheets, attendance, etc.
* Preparing payroll, PF, supplier account statements etc.
* Coordinate and communicate with suppliers, transporters, warehouse and subcontractors for timely execution of the work.
* Monitoring materials movement, delivery and quality and enter the same into the system.
* Entering purchase details in Tally ERP.

**ADMIN/PURCHASE COORDINATOR - KRITHI INTERIOR & GENERAL CONTRACTING -ABUDHABI [FEB 2011- JUNE 2012]**

* Broad-based experience covering a full spectrum of administrative duties, including

executive support, facility management, office management, billing/invoicing

appointments, calendars etc.

* Maintaining employee files, handling ticket booking and updating vacation details.
* Coordinates with PRO on employee visa status, trade license, insurance etc.
* Payroll processing, ordering office stationary, handling petty cash, updating and

editing staff database in ERP package and database backup.

* Handling logistical operations between site, suppliers, warehouse and sub contractors.
* Preparing Request for Quote, Material requisition, LPO’s, coordinating LPO follow up,

handling

purchase documents, etc.\

* Coordinate and communicate with suppliers, transporters, warehouse and sub contractors for prompt material delivery.
* Assisting the purchase/accounts department for supplier payments, material follow up

etc.

* Tracking do’s and invoices against the material delivered and arranging proper filing.
* Generating supplier pending material list, payments and inputting payment details in

ERP.

**II)** **ADMIN/PURCHASE ASSISTANT** (**WORLDMART HYPERMARKET- DUBAI** **(Choithram group)** **[2008-2011]**

* Responsible for the entire admin activities of the store.
* Organising meetings, coordinating tasks across various departments, handling day to day admin tasks etc.
* Creating, editing and modifying fmcg retail items, barcodes, and supplier details
* Inputting inventory details, generating inventory checklist and variance reports
* Inputting stock adjustments, wastage details for maintaining proper stock
* Generating Purchase orders, printing shelf & barcode labels.
* In charge of promotion items creation and follow up.

**III)COMPUTER/ADMIN INCHARGE IN BEST TEA BROKERS [1997–2002]**

Duties Accomplished

* Processing purchase data and generating reports using Brokerage Software.
* Follow up logistical operation between suppliers, warehouse and buyers.
* Updating tea invoice details and generating catalogues.
* Maintain and input Export and shipping documents in the system.
* Attending tea auctions and general admin work.
* Printing out buyer contracts and warehouse delivery orders.
* Generate buyerwise and sellerwise sales and purchase reports.
* Attending calls, ordering stationary, checking mails, filing, etc.
* Telephone/mail correspondence & data backup.

**ACADEMIC BACKGROUND:**

* Graduation B.A. (Bharathiyar University)
* Higher secondary Science - Hr. Sec. School-Coonoor
* Matriculation Kathiravan Matriculation School

**PERSONAL DETAILS**:

Place of Birth Trivandrum

Marital status Married

Passport No:- g 6274177

**DECLARATION:**

I hereby declare that all the details are correct to the best of my knowledge.

Yours sincerely,

(K.S. Pradeep Kumar)