

Shibin Shukkoor



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New Al Zarooni (Building) – Al Nahda 2 - Dubai, UAE



Key Skills

Procurement & Purchasing

Executive Level Negotiation

Logistics Operations Management

Sales Management

Inventory and Material Management

Quality Improvement

Team Building & Leadership

Supply Chain Management

Holding valid UAE Driving License (3)



Education

- ITI (MRAC)
- ITC (COPA)
- Higher Secondary (Computer Science)



Certification

- Procurement and Supply Chain
- First Aid Training
- Fire Warden
- Defensive Driving course



IT Skills

- SAP
- B2B Wave system
- Maximo
- MS Office



Personal Details

Sex : Male
Date of Birth : 05.05.1986
Nationality : Indian
Visa Status : Cancelled Visa
Languages Known: English, Hindi, Tamil and Malayalam



Career Objective

Seeking a Lead Role in Procurement in an organization need of a qualified, experienced professional with demonstrated successful background in Procurement, Purchasing, Sales, Inventory and Material Management, Store administration logistics and operations management.



Profile Summary

- Result-driven professional with over 12+ years of experience in Procurement, Sales, Documents Management, Vendor Management, Logistics and Commercial Operations, Store Administration, Inventory and Material Management.
- Resourceful in managing day-to-day relationship with clients, vendors & freight forwarders, from rate negotiations, placement of order till delivery of shipment to ensure achievement of service and quality norms.
- Ensured delivery of high-quality services to support customer's business needs and achieving continued high customer satisfaction from all operational users for services.
- Impressive fast track career driven by challenges; showcased tenacity while working on scrutinization of contract/ tender documents, reviewing technical specifications & estimates and day-to-day activities.
- Strong problem-solving skills coupled with effective decision-making for enabling effective solutions leading to high customer satisfaction and low operational costs
- Committed to work under pressure in fast-paced environments.
- Energetic & self-motivated with a high degree of cultural sensitivity.
- Ability to influence, motivate and lead through effective communication and personal interaction skills.



Career Timeline

**Critical Project
Solutions L.L.C Dubai**
Sales & Procurement
Executive

IMDAAD, L.L.C Dubai
Procurement Assistant /
Storekeeper

SERCO Middle East
Technical Procurement
Officer

January 2022 – July 2022

October 2015 – December 2021

July 2009 – July 2015

• Work Experience



Critical Project Solutions General Trading L.L.C Dubai, U.A.E

Sales & Procurement Executive

January 2022 – July 2022

- Responding to the RFQ's (Request for Quotations) from Customers.
- Finding the correct / most beneficial source of product.
- Getting the required approval / confirmation from the senior line of reporting.
- Replying the RFQ with the correct pricing and the rest of the details requested by the customer on / before the given deadline.
- Executing the confirm Orders once received the LPO's from customers.
- Finalizing the supplier, finalizing the prices and the product standard with the supplier also with the line of reporting.
- Ordering process – Raising the PO's Getting the required PO approvals, getting supplier delivery confirmations, follow-up on supplier payments, Follow- up to make sure the product is delivered to the customer within the agreed time – lines.
- Invoice submission and payment follow-up.
- Preparing and handing over the required documents to the relevant departments related to the customer orders.
- Accurately maintain data sheets and formats (soft copies and hard copies) used in the business of company.
- Following the given guidelines and processes introduced and implemented by the company where its applicable.
- Making sure the correct authorizations are obtained in all the activities where its required.
- Work towards achieving company goals and objectives to achieve the set vision through the planned mission.
- Petty cash handling and purchases.
- Participating the Monthly and Quarterly evaluations with accurate and true information. Receiving the feedback positively and working towards bettering the performance to achieve more.



SERCO Middle East, U.A.E

Technical Procurement Officer

October 2015 – December 2021

- Responsible on raising SAP PO, checking and submission of vendor invoice at scanning desk, uploading vendor invoice at B2B, monitoring payment status, maintaining of order tracker and monitoring open Purchase Order.
- Manage raising POs in SAP, Good Receipt, invoice and payment for all departments – Soft Services, catering, maintenance approved buying request / requirements.
- Ensure accuracy of data input and on-going maintenance of data within the contract data base (B2B Wave) for the Procurement Team.
- Responsible for processing B2B Internal Catalogue orders, updating and communicating with client thru B2B Message Box, documented and accurate updates to client.
- Responsible for processing B2B Internal RFQ orders as directed by the Senior Procurement Supervisor, updating and communicating with client thru B2B Message Box, documented and accurate updates to client.
- Managing Request for Quote (RFQ) for technical procurement for maintenance department, preparing proposal / Bids/ price Analysis and submit for technical evaluation and approval from maintenance team / client.
- Participate in technical procurement process – Sourcing suppliers, evaluating quotes / proposals and arrange deliveries according to project timelines.
- Accepting deliveries from Vendor/Suppliers deliver to client by ensuring compliance of quality, quantity, and delivery lead time are met.
- When requested by supervisor, visit stores for customer specifies demands for RFQ technical specs and pick up goods from vendor premises for urgent customer requests.
- Handover deliveries to client after QA checks and receipt of delivery acceptance from client.
- Update B2B system, File delivery notes and input GRN in SAP system related to completed deliveries.
- Manage internal procurement store and participate stock management activities as requested by other department's stores / warehouse.
- Coordinated with Sales Department during promotions.
- Collaborated with management in developing and implementing purchasing policies and procedures as per international standards.
- Maintain good and healthy relationship with client, vendors and teammates.
- Participate in monthly / 06 monthly supplier evaluation process by giving constructive feedbacks to suppliers.
- Identification of initiatives to improve procurement processes with cost effective and efficient buying procedures.
- Manages the development, monitoring and continuous improvement of statistical reports on procurement.
- Compliance with COSHH Regulations in all work activities.
- Conducting Biannual Asset inspection of all the assets.



Procurement Assistant / Storekeeper

July 2009 – July 2015

- Raising requisition, requesting quotations, introducing of new vendors, PO creation and follow up for the materials.
- Maintained good vendor relation with regards to price negotiation, availability, supply and service support.
- Carried out initial checks on received materials for verification of items as per purchase order (LPO), Material requisition or Customers material request documentation.
- To ensure that goods purchased are to specification in terms of quality, quantity and delivery and to advice on those suppliers who fail to meet specifications.
- Processed payment to suppliers and transporters.
- Placed orders of all materials as per sales forecast, dispatch the daily delivery schedule to supplier as per the production plan.
- Petty cash handling and purchases.
- Prepared all receiving and inspecting documentation.
- Successfully and effectively coordinated towards uninterrupted receipts of raw materials.
- Organized receipts of all raw materials & coordinated with suppliers & transporters.
- Ensured on time availability of material – maintained follow-up with supplies on goods delivery – handled all queries and relevant complaints.
- Controlled the movement of material in stores.
- Supervised material receipt from either vendors or customers.
- Ensured safe unloading and placement in assigned storage location.
- Co-ordinated with Material Control Supervisor and or Project Manager for technical verification of items and associated documentation.
- Handled various reports such as Monthly Raw Material Reconciliation Report, Weekly & Daily Raw Material Stock Report, Consumption Reports.
- Prepared annual Stock Report etc.
- Checked inventory and the condition of stored items at regular intervals.
- Maintained good housekeeping in all store areas.
- Issued material from stores against Material Issue Vouchers (MIV) as approved by responsible managers.
- Maintained filing system and records as necessary for material traceability and control.
- Initiated actions to identify and dispose of all scrap material.
- Maintained Special Tools as well as Consumable Store as per company standards.
- Measuring tools maintained for the availability and calibration due dates were followed up and calibration done periodically.
- All the Maximo activities PO creation, GRN, material issuance, Reconciliation.
- All the Maximo reports related to operation, open MR, pending WO, Daily Monthly issuance.
- Planning and executing stock count every month and reconcile accordingly.
- Receiving materials from suppliers, storing in right bin / location and issuing as per FIFO.
- Regular visit to all satellite stores and physical check the stock items, replenish accordingly.
- Maintain min/max stock level of all inventory items Electrical, Plumbing, HVAC, Civil, and PPE.



Declaration:

I hereby declare that all the statement made in the applications is true and complete to the best of my knowledge and belief.

SHIBIN SHUKKOOR