

RESUME

MANOJ P. P.
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OBJECTIVE

Seeking an opportunity with an organization, where I can fully explore my talent and work in commitment with the latest technologies and sharpen my skills, as well as contribute welfare to the society.

Qualifications & Certifications.

More than 20 year experience in material procurement / sourcing.

Project co-ordination:

Bid list preparation for project, vendor list submission for pre-qualification documents and review / recommendation for COMPANY approval where necessary. Receiving Company Approved M.R, Compile RFQ and issue to qualified bidders Queries / Changes to requirements, Receive bids from the vendors distribution of bids to respective disciplines, Bid evaluation co-ordinate resolution of clarifications assess need for pre-award clarifications meetings receive COMPANY approved award recommendation obtain approval for purchase for the organisation. Co-ordinating all post award meetings. Issue expediting status reports, procurement and subcontracting and subcontracting status, progress reports.

Vendor Management & Development :

Continuous assessment of approved Vendors.
Handles approval of prospective Vendors
Assisting Vendors for Technical Qualification.

Procurement & Logistics :

Procurement activities of Projects involving Vendor Identification, Solicitation of offers, Comparative Bid Analysis, Price Negotiations & Order Finalization.
Arranging Logistics from Vendor site or from various in-house sites / locations globally to Project site.

Import equipment & materials for project work.

Most of the project Import material cleared in various Seaports and Airports through clearing and forwarding agents.
Negotiating with the liners for containers booking from various parts of the countries to import the various materials related to the projects requirement.

Current job involves PR creation as per project requirement; PR verification of SAP database with the material request provided; approval from respective project leads; follow ups from PDO-PE for PR approval for procurement; surplus checking of materials and upload materials for procurement.

Certifications:

- Bachelor Degree in Commerce (B.Com)
- Advanced Diploma in Computer Service Engineering.
- Diploma in Computer Science
- Typewriting Higher Grade (English)
- MCSE & CCNA Certified.
- SAP - ERP Knowledge.
- Holding Valid Indian, UAE & Oman driving License.

CAREER PROFILE

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| 02/2014 – 03/2022 | <p>Bilfinger Tebodin & Partner LLC, Oman PR Creator- (SAP) with Bilfinger Tebodin & Partners LLC, Oman</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Project- wise PR creation for each projects in Electrical department.• Modification of PRs & approval from project managers• Tracing the right identical material from SAP Database & find the SAP Descriptions for materials.• Supporting project managers to prepare MTOs as per the project Requirement.• Verifies material list by comparing items requested from SAP material database; clarifying unclear items; recommending alternatives• Keeps information accessible by sorting and filing documents• Requesting new materials SAP code from PDO database management Department.• Surplus checking while uploading the materials to the network.• Re-creation of PR for non surplus materials as per feedback.• Monitor and report to management on the status of project efforts, anticipating/identifying issues that inhibit the attainment of project Goals and implementing corrective actions.• Communicate SAP capabilities/possibilities within the department.• Documentation & filing project wise MTOs |
| 02/2011 – 01/2014 | <p>Powertech Engineering L.L.C, Seeb, Sultanate of Oman. Procurement Officer.</p> <ul style="list-style-type: none">• Responsibilities:• Processing Purchase requisitions and Local Purchase Orders in SAP as per material indents received from the various sites and store after the approval from the management.• Obtaining best rates / Quotations from the suppliers for various Electrical & construction materials and negotiating with the suppliers,• preparing comparison / Bid summary sheet of rates of all the suppliers For obtaining management approval.• Support for various ongoing PDO projects to procure major long lead electrical materials from local and international vendors as per project requirement and specifications. |

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| | <ul style="list-style-type: none"> • Supporting stores department by maintaining material receipts, material inventory management, and control of materials and overall Stores activities. • OHL and hardware materials procurement for various projects for OETC and PDO ongoing Engineering and Maintenance Contract. • Supporting the Tender department to obtain competitive rates for Bidding. • Procurement of all plant related materials Construction equipment's automobile spare parts as per project requirement. |
| 05/2007 – 11/2010 | <p>Arabtec Construction LLC, Dubai, UAE Purchaser.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Procurement of all items related to Hardware Materials, Automobile Spare Parts - for trucks, pickups, cars etc... Heavy Equipment's (such as Bobcat, Wheel Loader, Boom Load all, Jcb, Forklift, Mobile Crane, Tower Crane, Water Tanker, Septic Tanker, Tipper Truck, Hiab Truck, 3ton/5ton Double Cabin Pick Up, Saloon Cars and spare parts for the Same. • Obtaining best rates / Quotations from the suppliers for various construction materials / construction Equipment's and negotiating with the suppliers, preparing comparison / Bid summary sheet of rates Of all the suppliers for obtaining management approval. • Coordinating with suppliers and Project managers / Project Engineers to ensure timely supply of materials at sites Searching and introducing new suppliers to the company • Processing Local Purchase Order as per material indents received from The various sites and store after the approval from the management. • Scrutiny of supplier invoices with LPO and delivery orders and processing the same for payment. • Co-coordinating with Accounts Department for timely payment to the suppliers to avoid any delay in material supply. • Following up with the related companies in case of delay in procuring material • Purchasing of all types of material and Spare Parts. • Preparing the daily Purchase summary Report. |
| 05/2000 – 01/2007 | <p>Paico Electronics, Kerala, India. IT Purchaser.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Purchasing of all IT products related to Desktops / Laptops and spare Parts. Providing after sales support and working for the customer support team. Warranty replacement and software support and licensing. • Providing Hardware and Software support to Managerial and technical Staff |

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| | <ul style="list-style-type: none"> • Order placement and expedition, Prepare purchase orders follow up With vendors for timely completion. • Preparing Bid summary for obtaining the management approval. |
| 10/1997 – 07/1999 | <p>Tristar General Trading, Doha –Qatar. Purchaser</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Procurement of IT related products, support and installations. • Daily procurement of spare parts, specifications, floating enquiries, negotiating with suppliers for optimum rates, issuance of purchase orders & follow up with suppliers for prompt deliveries. Knowledge of variation cases, contracts, experience in clearing of materials from Port/Customs. |
| Training Courses Attended | |
| | <ul style="list-style-type: none"> • Quality systems for Procurement. • Supply chain Management and Process Alignment. • Strategic Negotiation. • ORACLE (Material Management Module) Functional – End user. |
| Personal data | |
| Last name | Palaparambil |
| First name | Manoj |
| Year of birth | 23-05-1971 |
| Nationality | Indian |

