



SAHAYA BABEES A

PROCUREMENT OFFICER

CAREER

PROCUREMENT OFFICER –DAWOOD CONTRACTING LLC 2020 – Present

PROJECTS – YITI MARINA 5 Star HOTEL, PROPOSED F&B COURT (B+G+2) AL AZAIBA, Muscat

MAIN CONT –DAWOOD CONTRACTING LLC

CLIENT –YTDC (Yiti Tourism Development Company), SEVEN seas properties LLC

CONSULTANT – SSH, IBRAHIM JAIDAHARCHITECTURE &ENGINEERS.

PROJECT VALUE - 27 MILLION OMR,15 MILLION OMR.

- Analyze all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.
- Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
- Manage suppliers to meet objectives related to cost, delivery performance, schedule and quality.
- Develop purchasing or sourcing strategies based on portfolio analyses and supplier preferencing study.
- Define and maintain documented category and supplier strategies using market and competitive data.
- Liaise with suppliers on delivery schedule so as to ensure on-time deliveries of final product.
- Develop, implement and drive the procurement strategies in order to meet cost savings targets.
- Review and manage the supplier base to ensure consistency with the sourcing strategy.
- Perform regular performance review with suppliers to drive continuous improvements.
- Create monthly performance reviews and reports focusing on overall sourcing requirements.
- Ensure commercial, legal and contractual compliances in all the procurement transactions.
- Adopt appropriate supplier management methodologies and procurement strategies in purchasing to secure better prices.
- Train team on effective procurement processes and strategy.
- Coordinate with vendor on continuous quality improvement.

PURCHASE CUM PROCUREMENT OFFICER – CHERRYTREE TECHNICAL SERVICE LLC 2018 – 2020

PROJECTS – ACT 1&2, DOWNTOWN VIEW II, DIERA WATERFORNT MAIN CONT – CHINA STATE CONSTRUCTION AND ENGINEERING, ALEC ENGINEERING & CONT LLC

CLIENT – E M A R , AECOM, UAE

ABOUT ME

To Seek Challenging and Innovative career in any Substantial Organization which gives me scope to enhance my knowledge towards my career growth as well as to participate in team work towards the growth of Organization.

CONTACT ME

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Oman - muscat



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LANGUAGES

ENGLISH

HINDI

TAMIL

CIVIL SITE ENGINEER – AL RAYA AL HAMRA BUILD. CONT. LLC 2016 – 2018
CIVIL SITE ENGINEER – GRACE CONSTRUCTION PVT LTD 2014 – 2016

SKILLS

CIVIL ENGINEERING



NEGOTIATION



CIVIL



MEP



Logistic Coordination



COMPUTER SKILLS

- XPEDEON
- AUTOCAD
- SKETCH UP
- MS OFFICE
- Outlook

EDUCATION

- 2011-2014 **Diploma Civil Engineering** from UDAYA Polytechnic College, Tamil Nadu, India.
- 2011- **HSLC** Scott Christian.Hr.Sec.School.Nagercoil.
- 2009- **SSLC** Carmel Hr. Sec.School,Nagercoil.

PERSONAL DETAILS

Date of Birth : 04 June 1994

Nationality : Indian

Marital Status : Married

Visa Status : Residence

Passport no : W4598048

Driving License no : 4018252 (UAE) \ 123720072 (OMAN)

DECLARATION

I do hereby declare that the information furnished above is true to the best of my knowledge and own responsibility for the veracity of the same.

Place: OMAN

Contact: +968 7955 8994

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