

Resume for: Supply Chain Manager

Total Experience: **17 Years**



OBJECTIVES:

Creates business process improvement, utilizing entrepreneurial vision, technological understanding, and exceptional relationship management, fostering revenue growth, cost savings, and improved productivity.

Visionary regionally supply chain manager with expertise in international business development, cross-functional team leadership, and competitive market positioning, delivering positive outcomes with strong and sustainable gains. Talented and inventive professional with a proven record of accomplishment of accelerating revenue growth through strategic and tactical development of transportation networks and process improvement driving revenue growth, cost savings, and market developments sought out by Fortune 500 companies, government agencies and to lend expertise and implement strategic planning initiatives, while maintaining outstanding working relationships in all areas of production. Identifies and capitalizes on emerging business ventures to propel an organization to the top tier of its industry.

CORE KNOWLEDGE & SKILLS:

- ⇒ Operational Leadership
- ⇒ Process Improvement
- ⇒ Negotiation Skill
- ⇒ Technical Acumen
- ⇒ Strategic Planning
- ⇒ Cost Savings
- ⇒ Business Integration

PROFESSIONAL EXPERIENCE

Company : **Altrad Group - Bahrain (RB Hilton & Hertel W.L.L)**

Position Held : **Procurement / Logistics Manager**

From : **01-04-2021 To till date (2 Years)**

Living Location : **Kingdom of Bahrain**

Company : **Altrad Group – KSA (RB Hilton & Hertel, Overseas Technical Coating & Services)**

Position Held : **Procurement Manager (7 Years)**

From : **29-11-2014 To 13-03-2021**

Living Location : **Kingdom of Saudi Arabia**

BRIEF DESCRIPTION OF RESPONSIBILITIES:

- Provide supervisory & leadership role for external & Internal Audit in Altrad subsidiary's company.

- Preparing annual procurement plan, budget & Schedule for master product and vendor respectively.
- Develop procurement schedule from booked orders, sales forecast and seasonality history.
- Liaison with project managers to provide required support for proper project flow throughout each project cycle.
- Develop visionary plan to Control inventory system and implement ERP system (In Art & Dynamics) in Altrad subsidiary.
- Managed approved vendor and prepared vendor assessment and scheduling payment in all procurement aspects.
- Aligned & maintained all vendors (Local & Global) in credit terms. Whereas protect and minimize cash and fire purchases.
- Provide supervisory and leadership role for maintaining new level of Asset management system in Altrad subsidiary.
- Coordinate with various departments such as supporting to finance department for preparing budget and scheduled for vendor payment. Similarly, support to project & client for preparing material forecast and delivery process and then extend same endowment to estimate department for price analysis etc.
- Provide managerial role for preparing annual capex budget.
- Identify Surplus Stock in between project to project as well inside subsidiary.
- Continuously monitoring, evaluating, and improving supplier performance.
- Monitoring and providing guideline for Preparation of Material Requisition, LPO and OPO for purchase, Overseas documentation and follow up.
- Monitoring all Receipt Note & Delivery Note in ERP System.
- Responsible for the daily management of staff and the assigning of duties. Managing the procurement supplier relationships for the company.
- Maintains warehouse staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results.
- Supporting hiring short-term staff and employees.
- Preparing estimation Vs actual purchase status and highlight savings.

Company : **ALTRAD RB HILTON BAHRAIN & SAUDI ARABIA**

Position Held : **Procurement & Admin Coordinator – In Bahrain,**

From : **24-06-2007 To: 20-08-2012 (5 Years)**

: **Procurement & Store Coordinator – KSA**

From : **22-08-2012 To: 20-10-2014**

Location : **Bahrain & KSA (2 Years 5 Months).**

BRIEF DESCRIPTION OF RESPONSIBILITIES:

- Achieving financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
- Continuously monitoring, evaluating, and improving supplier performance.
- Sourcing the most affordable materials for the companies' project work.

- Optimize the use of company assets in the acquisition of goods and services.
- Preparation of Material Requisition, LPO and OPO for purchase, Overseas documentation and follow up.
- Controlling the purchasing budget.
- Monitoring delivery times to ensure they are on time.
- Ensuring the adequate supply of all required materials, components, and equipment.
- Responsible for the daily management of staff and the assigning of duties.
- Managing the procurement supplier relationships for the company.
- Helping to source alternative items for buyers and customers.
- Arranging Accommodation and Flight booking for company staff.
- Getting management approval for disposing off excess, damaged, scrap materials and then updating inventory and stock.
- Handling company vehicle transportation, vehicle registration renewal
- Controls inventory levels, conducts physical counts, reconciling with data storage system.
- Contributes to team effort by accomplishing related results as needed.
- Reporting Monthly Negotiation details to line manager.
- Monthly purchase report (country wise) to our head of purchase in the UK.
- Yearly review of Vendor assessment

Company : **CHAPO Bahrain**
 Position Held : **Procurement cum Store Assistant (1 Years 5 Months)**
 From : **Jan'06 To: Jun'07**
 Location : **Kingdom of Bahrain**

BRIEF DESCRIPTION OF RESPONSIBILITIES:

- Preparation of Material Requisition, LPO and OPO for purchase, Overseas documentation and follow up.
- Monitoring delivery times to ensure they are on time.
- Ensuring the adequate supply of all required materials, components and equipment.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Negotiating with Suppliers and service providers
- Developing relationships with distributors.
- Handling Site Material Requisition
- Handling and arranging Transport.

Company : **CLASSIC CARGO DOOR TO DOOR**
 Position Held : **Office Administrator (2 Years)**
 From : **Dec'03 To: Dec'05**
 Location : **Kingdom of Bahrain**

BRIEF DESCRIPTION OF RESPONSIBILITIES:

- Oversee day today function concerning office like preparing cargo collection book
- Arranging Air cargo and Transportation.
- Filing documents in proper filing system
- Live employee updating and visa formalities process
- Keeping appointment with clients and Taking phone calls
- Minimizing office expense
- Getting maintenance done on office equipment and machineries
- Managing holiday sickness attendance and absence record
- Following and executing company policies and objectives.

PERSONAL DETAILS:

Address	Surabhi, Vadakkumbad, Thalassery, Kannur, Kerala, India Pin – 670101	Date of Birth	5th Oct 1982
Telephone	Res - +91 8943273902 (INDIA) Mob - +973 39533912 (BAHRAIN)	Education	Bachelor of Computer Application
E-mail	sibinath@hotmail.com	Passport No.	Z3683709
Language Known	English, Hindi, Malayalam	Marital Status	Married
Key Skill	Procurement, Logistics & Stores	Work Experience	17 Years
Valid Bahrain, Saudi and Indian driving license			

EDUCATION:

- Graduate College: Bachelors in Computer Application from Bharathiar University, Nehru Arts & Science College, Coimbatore, Tamil Nadu in the year 2003.
- Undergraduate College: Mambaram Higher Secondary School, Kannur, Kerala in the Year 1999

ADDITIONAL QUALIFICATION:

Safety & Other Training: IMS (Integrated Management System)

Cape Management System, UK Management Certification of Anti-Bribery system.

Auditor Training, Internal Auditor (Passed on 2015);

Sibinath A.C