

## SENIOR PROCUREMENT SPECIALIST

# SURENDRA NEGI

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Location: Manama, Bahrain

Languages: English (Fluent), Hindi (Native)

Dynamic and results-driven Procurement Specialist with over 8 years of experience in global procurement, vendor management, and contract negotiation. Proven expertise in optimizing supply chain processes, reducing costs, and enhancing supplier relationships, particularly in the marine, oil & gas, and construction sectors. Proficient in utilizing ERP systems and procurement software to streamline operations and ensure compliance. Currently pursuing a CIPS Level 4 Diploma in Procurement and Supply to further refine strategic sourcing skills. Seeking a senior procurement position in Bahrain to leverage extensive experience in strategic sourcing, cost management, and cross-functional collaboration to drive organizational success.

## WORK EXPERIENCE

### Supply Chain Supervisor

Three Lions Trading Company WLL, Manama, Bahrain

August 2023 - Present

- Supervise Operations: Oversee end-to-end supply chain operations to ensure efficient and timely delivery of goods.
- Optimize Logistics: Develop and implement logistics strategies to minimize costs and improve delivery timelines.
- Supplier Collaboration: Work closely with suppliers to maintain quality standards and streamline procurement activities.
- Inventory Control: Implement inventory management systems to optimize stock levels and reduce waste.
- Performance Monitoring: Track and analyze supply chain metrics to identify areas for operational improvement.
- Standardization: Develop standard operating procedures to enhance the efficiency of supply chain processes.
- Vendor Negotiation: Lead negotiations with vendors to secure favorable terms and ensure continuity of supply.

### Procurement - Buyer Shared Services

Fleet Management India Pvt Ltd., Mumbai, IND

May 2023 - August 2023

- Manage Procurement: Handle procurement activities across departments to ensure consistent adherence to policies.
- Supplier Evaluation: Conduct thorough assessments of suppliers to maintain a reliable and cost-effective supplier network.
- Contract Negotiation: Negotiate terms with vendors to ensure contracts are favorable and meet company standards.
- Process Streamlining: Implement automated procurement systems to reduce manual effort and increase efficiency.
- Relationship Management: Foster strong relationships with key suppliers to guarantee timely and quality deliveries.
- Market Analysis: Monitor market trends to anticipate changes in pricing and availability, adjusting procurement strategies as needed.
- Internal Coordination: Work with internal teams to meet procurement needs and resolve any issues swiftly.

### Purchase Manager (Mining Division)

C'Square Group, Mumbai, IND

September 2017 - January 2022

- Lead Procurement: Direct procurement efforts for the mining division, managing a team to meet the operational requirements.
- Strategic Partnerships: Establish and maintain relationships with suppliers to secure materials at competitive prices.
- End-to-End Management: Oversee the entire procurement process from need identification to final delivery, ensuring compliance.

## EDUCATION

### Master of Business Administration

Heriot Watt University, London, UK

### Bachelor of Commerce

University of Mumbai, Mumbai, India

## CERTIFICATIONS

- Mastering Supply Chain and Logistics Management
- Pursuing CIPS Level 4 Diploma in Procurement and Supply

## SKILLS

- Global Procurement Strategies
- Vendor Management
- Contract Negotiation
- Cost Reduction Strategies
- Supply Chain Optimization
- ERP and Procurement Software
- Market Analysis
- Strategic Sourcing
- Quality Assurance
- Inventory Management
- Budget Management
- Process Improvement
- Compliance Management

- Contract Negotiation: Negotiate long-term agreements with vendors to secure favorable pricing and reliable supply chains.
- Risk Mitigation: Conduct risk assessments to identify potential supply chain disruptions and develop contingency plans.
- Cost-Saving Initiatives: Implement strategies to reduce procurement costs without compromising on quality.
- Policy Development: Create and enforce procurement policies to ensure consistency and transparency.

### **Purchase Manager (Construction Division)**

C'Square Group, Mumbai, IND

February 2015 - September 2017

- Procurement Management: Oversee purchasing activities for the construction division, ensuring timely acquisition of materials.
- Supplier Negotiations: Negotiate with suppliers to secure materials on favorable terms and within budget.
- Project Collaboration: Work closely with project managers to forecast material needs and manage budgets.
- Strategy Development: Develop procurement strategies that enhance supply chain efficiency and reduce operational costs.
- Supplier Performance: Monitor supplier performance to ensure timely deliveries and adherence to quality standards.
- Process Automation: Implement procurement software to streamline operations and improve data accuracy.
- Financial Coordination: Coordinate with finance to manage payment schedules and maintain cash flow.

- Cross-functional Collaboration

- Project Procurement

- Supplier Evaluation

- Team Leadership

- Data Analysis and Reporting

- Customer and Client Relations

- Procurement Systems Optimization

### **Recreation Assistant**

Greenwich Leisure Limited, London, UK

June 2009 - March 2013

- Daily Operations: Assist in managing the day-to-day operations of the recreation center to ensure a safe environment.
- Event Facilitation: Organize and oversee recreational activities and events to engage the local community.
- Facility Maintenance: Ensure that facilities and equipment are properly maintained and ready for use.
- Customer Service: Provide excellent service by addressing customer inquiries and resolving issues promptly.
- Event Support: Support management in planning and executing large-scale events.
- Staff Training: Train new staff members on safety protocols and operational procedures.
- Safety Inspections: Conduct regular inspections to ensure compliance with health and safety regulations.

### **Purchase Executive**

Unisource Group (4004 Inc), Mumbai, INDIA

September 2007 - August 2008

- Procurement Assistance: Support procurement activities by ensuring timely and cost-effective purchases.
- Market Research: Conduct market research to identify potential suppliers and assess their offerings.
- Vendor Negotiation: Negotiate terms with vendors to secure the best possible deals for the company.
- Order Management: Manage purchase orders to ensure they are accurate and compliant with company policies.
- Inventory Oversight: Monitor inventory levels to avoid shortages and overstocking.
- Supplier Coordination: Work closely with suppliers to ensure timely delivery and resolve discrepancies.
- Financial Support: Assist the finance department with invoice processing and payment scheduling.