

ROHITH SATHYAPAL

+973 36068704

rohithsathyapal999@gmail.com

[linkedin.com/in/rohith-sathyapal-9a2276a6](https://www.linkedin.com/in/rohith-sathyapal-9a2276a6)

Pass Port No: S9740372

Date of Birth: 06-10-1991

Nationality : Indian



PURCHASE CO-ORDINATOR

Versatile, result-driven professional with 4 years of comprehensive experience in Material Data Management, Inventory Analysis, Project Supervision and Purchasing. Proven problem solving and analytical thinking skills, a fast – learning curve and ability to adapt evolving industry trends. A dedicated professional with the drive and skill – set to excel in a fast – paced leadership role enhancing a company's ability to capture profit.

CORE COMPETENCIES

❖ Strong knowledge of MS Excel & MS Word ❖ Leader ship ❖ High attention to detail ❖ Ability to make quick decisions ❖ Organizational skills ❖ Written & Verbal communication ❖ Negotiation & conflict resolution ❖ Ability to work independently ❖ Ability to work under pressure ❖ Project supervision ❖ Critical thinking ❖ interpersonal skills ❖ Team management ❖ Problem solving ❖ Judgement & Time management

KEY SKILLS

❖ Auto cad ❖ Shell CMT (Catalog Management Tool) ❖ MS Office ❖ Odoo ERP ❖ Oracle ERP ❖ SAP ERP.

EDUCATIONAL ASPECT

❖ BE Mechanical Engineer, 2009-2014, Anna University, Chennai, India

❖ Diploma in oil and gas technology, 2016, Indian school of petroleum & energy studies, Delhi

❖ ASNT NDT Level- II

- RT
- UT
- MPT
- LPT

❖ STCW (Standards of Training Certification and Watch Keeping)

PROFESSIONAL EXPERIENCE

ABDULRAHMAN ALI ALSAAD POWER PROJECTS, BAHRAIN, (APR 2018-CURRENT) **PURCHASING CO-ORDINATOR**

- Managing purchase requisitions and orders from operation departments and store.
- Preparing purchase orders and subcontracts.
- Ensuring that all goods and services purchased comply with the company's social sustainability policies
- Monitoring returns, damage replacement and warranty claims.
- Generating and implementing purchasing strategies.
- Ensure to purchase the project materials not exceed the project costing sheet and prepare monthly material costing of all departments, submit to GM.
- Working closely with the warehouse teams, workshop teams and operation departments to keep an eye on what's buying and what's not.
- Planned and organized inventory management activities, inventory analysis, material data analysis and fleet acquisition.
- Conducting research via trade publication, the internet, catalogs and trade shows to identify potential suppliers.
- Managing existing vendor and supplier relationships
- Responding to internal and external supplier inquiries.
- Having meeting with potential suppliers and prepare the annual supplier evaluations under the procedure ISO 9001.
- Ensure to collect the invoice and submitting to the accounts department.
- Approving bill of payments.
- Maintain records of purchase, pricing and other important data.
- Costing the materials of QS department for tendering activities.

HINDALCO INDUSTRIES LTD, INDIA, (AUG 2016 – AUG 2017) **PROJECT SUPERVISOR & MATERIAL COORDINATOR**

- Planning, organizing and controlling the projects.
- Responsible for supervising the contractors and staff while maintaining a safe work environment.
- At the helm of the project from beginning to end. Including staffing, budgeting, and maintaining policies. Keeping the site safe and maintaining a set schedule.
- Evaluate the project and recommended report to identify issues and opportunities to improve performance going forward.
- Organizing tool and Equipment.
- Encourage communication of information between departments.
- Maintain safe and healthy work environment.
- Give proper instruction to the workers, check the quality of work and monitoring employee productivity.
- After installation check the tuning process and give daily report to the higher authority.
- Maintain time management, responding to break down, diagnose fault and rectifying the problems.

CODA TECHNOLOGY SOLUTIONS PVT LTD, INDIA, (SEP 2014 – JULY 2015)
MATERIAL ENGINEER

- Ensure data quality, compliance and consistency of master data across business systems (SAP, ORACLE, etc.)
 - Executive changes to ERP (Enterprise Resource Planning) master data (Equipment master, Material master, Vendor master, Supplier master and Customer master).
 - Conducts data cleaning to rid the systems of old, unused data / duplicate data for better management and quicker access.
 - MRO material master data cleansing and classification.
 - Identify and assign Noun- Modifiers – Attributes for each item allocated.
 - Prepare Tag No, Asset No and Bin No.
 - Monitor and maintain all the customer data process such as match / merge, data profiling, standardization and data enrichment.
 - Ensure master data integrity in key systems as well as maintaining the process to support the data quality.
 - Receive new equipment collect the drawing sheet and check the bill of material after creating MESC CODE (Material Equipment Standard Code) for standardization and handling of material.
 - Expert in Asset registry and inventory analysis (Count the total asset and register in the ERP system).
-