

CURRICULAM VITAE

SURAJ K R

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Profile

Young, energetic and result oriented professional with 8 years of Experience in Purchaser, Document Controller, Logistics, Administration & Data Analysis.

Education

- ❖ MSc with Specialization in **Statistics** from **Kannur University** Kerala, India in 2007.
- ❖ Bachelor degree in **Statistics**, subsidiary with **Computer Science & Mathematics** from **Kannur University** Kerala, India in 2005.

Professional Experience

Current Designation	:	Purchase Assistant / Procurement Dar Al Khaleej WLL Trading & Contracting, Bahrain
Period	:	Oct-2019 to Present

Job Responsibilities

- ❖ Research potential vendors.
- ❖ Track orders and ensure timely delivery
- ❖ Update internal databases with order details (dates, vendors, quantities, discounts)
- ❖ Conduct market research to identify pricing trends
- ❖ Evaluate offers from vendors and negotiate better prices
- ❖ Maintain updated records of invoices and contracts
- ❖ Follow up with suppliers, as needed, to confirm or change orders

Previous Designation	:	Purchaser / Procurement / Logistics Al-Ruqee Group, Al-Khobar, Saudi Arabia
Period	:	5 Years (Nov-2011 to Feb-2017)

Job Responsibilities

- ❖ Requesting Quotation from Suppliers and submission to Customer: Welding Consumable (Bohler, Kiswel & Lincoln), Welding System (KEMPP, Hypertherm), And Machines
- ❖ Preparing all cost analysis in the LSTK projects based in Oil sector, Educational Sector, Steel Power Plant Sector in Saudi Arabia.
- ❖ With the help of technical department, sourcing the Machines, and other Equipments according to the End user Requirements.
- ❖ Preparing the Cost effective bid for the End user, including technical and commercial offer
- ❖ Preparing Purchase order to Our Suppliers.
- ❖ Organizing shipments, Keep Follow up the all logistics works & Customs Clearance follow-up.

- ❖ Proper maintenance of Incoming Shipment Analysis, Delivery Notes, Sales Invoices according to the Company Standard procedure.
- ❖ Applying for Banking (Letter of Credit, Bank Guarantee Etc)
- ❖ Keep updating the all data's into company ERP software (Focus and Maximizer)
- ❖ Negotiating with the End users, EPC Contractors for winning the LSTK Projects.

Projects Handled:

- ❖ **King Abdul Aziz University in Jeddah, Saudi Arabia for Saudi Aramco**
Supply and Installation of Various Lathe Machines, Welding Machines and various equipments
- ❖ **Saudi Kayan Batch 1 & 2 Projects In Al Jubail For SABIC(Saudi Arabian Basic Industries corporation)**
Supply and Installation of Various Machines & equipments
- ❖ **Hadeed Workshop and Expansion Projects In Riyadh, Saudi Arabia**
Supply and Installation of Various Machines & equipments
- ❖ **Saudi ARAMCO, Shybah, Saudi Arabia**
Supply and Installation of Various Machines & equipments

Previous Designation : **Statistician/ Project Fellow / Document Controller**
Institute of Applied Dermatology, Kerala, India

Period : **Jan-2008 to Jan-2011**

Job Responsibilities

- ❖ Data analysis & Data entry operations by using SPSS & MS Excel.
- ❖ Data Management, Project documentation,
- ❖ Literature search from electronic databases, Secondary Data Downloading.
- ❖ Digital library setup, Maintaining the assets / documents.

Computer Proficiency

Operating System	:	Windows 98, 2000, 2007, XP & Vista
Software Applications	:	MS–Office (<i>Word, Excel, & PowerPoint</i>) Indian and Foreign Accounting <i>Tally, Peach Tree, Quick Books and Wings</i> SPSS (Statistical software)

Personal Profile

Date of Birth	:	21-01-1985
Marital Status	:	Married
Languages Known	:	English, Malayalam, Tamil & Hindi (Medium)
Passport No. & Expiry	:	N9667377 & 28-August-2026
Nationality	:	Indian

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